

State of Indiana
Commission for Higher Education

STUDENT INFORMATION SYSTEM INSTRUCTIONS

1999-2000 Academic Year

As Approved by the Commission

June 9, 2000

!! ATTENTION !!

New Data Fields for 1999-2000.

Note reporting deadlines:

1999-2000 Annual Data Report: September 15, 2000

2000 Fall Enrollment Survey: October 15, 2000

2000 Summer Degree Supplement: November 1, 2000

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Please See Technical Notes Inside.

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✓ TECHNICAL NOTES 2000 ✓ TECHNICAL NOTES 2000 ✓ TECHNICAL NOTES 2000 ✓

1. New Data elements have been added for 1999-2000 reporting. Please report all 1999-2000 data in the layout requested in this document. To the extent that the data requested in the new fields (remediation, dual majors) are available, they may be reported within the 1999-2000 data. *Full implementation of all requested data fields is required with the 2000-2001 data submission.*
2. As of the 1999-2000 data layout and definition, the record length is 425 characters.
3. *This instruction manual, and those from previous data cycles, are available by contacting the Commission for Higher Education or by visiting our Web Site at <http://www.che.state.in.us> (for an Adobe PDF-formatted version of the instructions).*
4. **Data Elements Changes for 1999-2000 Reporting.** The following data changes have been approved for by the Commission at its June 9, 2000 meeting. Specific data elements which are new or affected are marked in Figure 1, found on page 3.
 - Addition: Reporting of **dual majors** awarded to students receiving a single degree.
 - Addition: Reporting of **remedial instructional hours** in math and in language arts.
 - Deletion: Previous ID Flag.
 - Deletion : Lilly Endowment Education Award (Academic and Summer term fields).
 - Modification: Student Identifier reformatted from a 10-character alpha-numeric field to a 9-character numeric field, consistent with Social Security Number usage.
 - Modification: Previous Student Identifier reformatted from a 10-character alpha-numeric field to a 9-character numeric field, consistent with Social Security Number usage.
 - Modification: Cohort Identifier field reformatted to a 1-character numeric value, indicating whether or not the student is a “cohort” member in the reported year.
5. Please remember to submit both pages of the Information Form (Appendix 1) with the data. If data is submitted electronically, the Commission still needs the information contained in the Information form. Please send or FAX this form when submitting data. (For your convenience, a “web” form will be available on the Commission’s web site by September 1, 2000.)
6. Remember also, the implied decimal points in all credit-hour reporting fields.
7. Please contact Jeff Weber at the Commission at 317/464-4400 or Jeffw@che.state.in.us if you have any questions.

INTRODUCTION

The purpose of the Indiana Student Information System (SIS) is to provide comparable, accurate enrollment and financial aid information in a uniform manner and on a timely basis. This system has been specifically designed to meet the data needs of the Indiana Commission for Higher Education in carrying out its statutory responsibilities to the General Assembly and the Governor. This system is the only source of comprehensive information on the State's college population in both the private and public sectors.

All data submissions should be accompanied by a letter of transmittal (see Appendix 1) identifying technical specifications of the medium being submitted as well as any special comments relating to the data (problems, omissions, etc.). Institutions should address their comments to:

All Institutions

Mr. Jeff Weber
Manager of Information and Research
Indiana Commission for Higher Education
101 West Ohio Street, Suite 550
Indianapolis, Indiana 46204-1971
(317) 464-4400

Independent Colleges and Universities

may also contact:
Dr. Greg Fawcett
Independent Colleges of Indiana
101 West Ohio Street, Suite 440
Indianapolis, Indiana 46204
(317) 684-4292

SECTION I - GENERAL INSTRUCTIONS

Reports and Submission Deadlines

The Student Information System consists of three parts: a fall report, an annual report, and a summer degree supplement. The fall report is a general summary of enrollment data submitted on a paper form while the annual report and the summer degree supplement require the submission of one machine-readable record per student.

All enrollment data must be received by the Commission for Higher Education on or before the dates indicated below.

| | |
|--|---------------------------|
| <i>1999-2000 Annual Report</i> | <i>September 15, 2000</i> |
| <i>2000 Fall Report</i> | <i>October 15, 2000</i> |
| <i>2000 Summer Degree Supplement</i> | <i>November 1, 2000</i> |

Fall Reports

The fall report concerns enrollment in the fall term and is to be submitted using the format and definitions contained in Section III of these instructions. The student levels are those described in the data element dictionary. The form is self-explanatory and is intended to be coincident with similar reports that academic institutions make to other organizations concerned with higher education.

(Electronic Submission options will be available on the Commission's web page by October 1, 2000.)

Annual Reports

The annual report shall cover the fiscal year period between July 1 and June 30. The annual report should be a combination of each academic reporting term included in the year being reported. All terms should report "as enrolled" credit hours rather than "as recorded" or "completed." Summer session enrollment should be included in the annual reports for the fiscal year in which over half of the session's activity occurs.

Summer Degree Supplement

Beginning with the 1998-99 SIS Annual data submission, institutions are to submit a summer degree supplement. This is to include an individual data record for each student completing a degree after the

close of that year's SIS Annual data and before September 1. File layout and definitions are contained in Section IV of these instructions.

Campus Reports

Separate reports for each campus of a multi-campus institution are to be provided. For example, Ivy Tech State College should provide a separate report for each of the thirteen regions.

Census Date for Enrollment

The date in each term or session selected for determining student enrollment should generally be no later than the end of the scheduled period within which students may alter their course schedule without penalty, as designated in the campus' academic calendar for the session. However, if late registration is routinely allowed for specific types of students in specific programs, and if this late registration goes slightly beyond the standard schedule revision period, a later date may be used for enrollment reporting. *The most important factor is the consistency with which the campus selects the reporting date and the continued use of that date in future reports.* The student enrollment data must reflect all changes made during the late registration and schedule revision period, i.e., all drop and add data elements as of the reporting date. Any student who has withdrawn from the institution before the cutoff date should not be included in these reports.

Reporting Media

Electronic Submissions: E-mail and File Transfer Protocol (FTP) submissions are encouraged. Please contact the Commission if you have question about this type of submission.

Diskettes: 5-1/4" and 3-1/2" floppies in IBM/DOS format are acceptable. Please save the file out in fixed-length ASCII text. File compression via PKZip is acceptable if the regular files exceed the disk capacity.

CD-ROM: If you have the capacity to place the data on CD-ROM, this is acceptable. Formatting conventions should be the same as those of floppy disk submissions -- ASCII text, IBM/DOS, etc.

Magnetic Tape: Magnetic tapes can no longer be processed by the Commission for Higher Education.

Any campus anticipating submission problems or special conditions (*i.e.*, other media types or data formats) should notify the Commission staff at least 6 weeks in advance of the reporting deadline in order for appropriate arrangements to be made to assist the institution in processing the data.

Data Elements Not Reported

Any data element which is not reported should appear as a zero-filled field on the submitted medium except where otherwise noted for specific data elements. There are a number of possible reasons for elements not appearing, including:

- Data element not currently available.
- Data element not reported by student, for legal or other reasons.

Whenever a data element cannot be reported for any and all students because it is currently unavailable, a general note to that effect should be made in item 10 of the transmittal form (Appendix 1).

Year 2000 Issues

Contained within the SIS data record are several date-related fields. The "year" portions of the birth date, high school graduation date, and degree conferred dates are now four characters in order to avoid confusion. Because the "year" information in the report year field will not pose calculation problems if left at two characters, this field has remained unchanged.

SECTION II - ANNUAL DATA SUBMISSIONS

DATA ELEMENTS REQUESTED AND RECORD LAYOUTS

The following record layout description illustrates the data elements requested; for your reference, field lengths and positions are included for each data element. All detailed definitions and specific coding conventions are explained in Section III - Data Element Dictionary - of this document.

* = new data element added with 1999-2000 instructions.

+ = modified data definitions for 1999-2000 instructions.

Newly deleted fields are indicated with ~~over-striking~~ on the data element.

FIGURE 1

| <u>Data Element</u> | <u>Field Length</u> | <u>Inclusive Positions</u> | <u>Reference Page</u> |
|--|---------------------|----------------------------|-----------------------|
| Campus ----- | 6 | 1 - 6 | 7 |
| Instructional Home ----- | 6 | 7 - 12 | 7 |
| Primary Site of Instruction ----- | 3 | 13 - 15 | 7 |
| Calendar ----- | 1 | 16 - 16 | 7 |
| Report Term ----- | 1 | 17 - 17 | 7 |
| Report Year ----- | 4 | 18 - 21 | 8 |
| + Student Identifier ----- | 9 | 22 - 30 | 8 |
| Previous ID Flag ----- | 1 | x x | x |
| + Previously Reported Student Identifier ----- | 9 | 31 - 39 | x |
| + Cohort Identifier ----- | 1 | 40 - 40 | 8 |
| Academic Degree Program ----- | 6 | 41 - 46 | 8 |
| Academic Degree Program Extension ----- | 2 | 47 - 48 | 9 |
| Student Level ----- | 2 | 49 - 50 | 9 |
| Gender ----- | 1 | 51 - 51 | 11 |
| Race/Ethnicity - Black ----- | 1 | 52 - 52 | 11 |
| Race/Ethnicity - Native ----- | 1 | 53 - 53 | 11 |
| Race/Ethnicity - Asian ----- | 1 | 54 - 54 | 11 |
| Race/Ethnicity - Pacific ----- | 1 | 55 - 55 | 11 |
| Race/Ethnicity - Hispanic ----- | 1 | 56 - 56 | 11 |
| Race/Ethnicity - White ----- | 1 | 57 - 57 | 11 |
| Citizenship ----- | 1 | 58 - 58 | 12 |
| Date of Birth ----- | 8 | 59 - 66 | 12 |
| Zipcode/Foreign Country Code ----- | 5 | 67 - 71 | 13 |
| Student County/State/Country of Origin ----- | 3 | 72 - 74 | 13 |
| Campus Residence ----- | 1 | 75 - 75 | 13 |
| Credit Hours - Non-contract Instruction (Summer A) ----- | 4 | 76 - 79 | 13 |
| Credit Hours - Non-contract Instruction (Fall) ----- | 4 | 80 - 83 | 13 |
| Credit Hours - Non-contract Instruction (Winter) ----- | 4 | 84 - 87 | 13 |
| Credit Hours - Non-contract Instruction (Spring) ----- | 4 | 88 - 91 | 13 |
| Credit Hours - Non-contract Instruction (Summer B) ----- | 4 | 92 - 95 | 13 |
| Credit Hours - Non-contract Instruction (Total Reported) ----- | 4 | 96 - 99 | 13 |
| Correspondence Credit Hours ----- | 4 | 100 - 103 | 14 |
| Credit Hours - Contract ----- | 4 | 104 - 107 | 14 |
| * Remedial Credits – Math ----- | 4 | 108 - 111 | 15 |
| * Remedial Credit Hours – Language Arts ----- | 4 | 112 - 115 | 15 |
| Entry Type ----- | 1 | 116 - 116 | 15 |
| Transfer Institution 1 - CEEB Code ----- | 4 | 117 - 120 | 15 |
| Transfer Institution 1 - Credits Transferred ----- | 4 | 121 - 124 | 15 |
| Transfer Institution 2 - CEEB Code ----- | 4 | 125 - 128 | 15 |
| Transfer Institution 2 - Credits Transferred ----- | 4 | 129 - 132 | 15 |
| Transfer Institution 3 - CEEB Code ----- | 4 | 133 - 136 | 15 |
| Transfer Institution 3 - Credits Transferred ----- | 4 | 137 - 140 | 16 |

FIGURE 1
(continued)

| <u>Data Element</u> | <u>Field Length</u> | <u>Inclusive Positions</u> | <u>Reference Page</u> |
|---|---------------------|----------------------------|-----------------------|
| First Degree Conferred ----- | 1 | 141 - 141 | 16 |
| First Degree Conferred Site ----- | 2 | 142 - 143 | 16 |
| First Degree Program ----- | 6 | 144 - 149 | 16 |
| First Degree Conferred Date ----- | 6 | 150 - 155 | 16 |
| * First Degree Second Major ----- | 6 | 156 - 161 | 16 |
| Second Degree Conferred ----- | 1 | 162 - 162 | 16 |
| Second Degree Conferred Site ----- | 2 | 163 - 164 | 16 |
| Second Degree Program ----- | 6 | 165 - 170 | 16 |
| Second Degree Conferred Date ----- | 6 | 171 - 176 | 16 |
| * Second Degree Second Major ----- | 6 | 177 - 182 | 16 |
| High School CEEB Code ----- | 6 | 183 - 188 | 17 |
| High School Graduation Date ----- | 6 | 189 - 194 | 18 |
| High School Rank ----- | 3 | 195 - 197 | 18 |
| High School Diploma Type ----- | 1 | 198 - 198 | 18 |
| CORE40 Completion ----- | 1 | 199 - 199 | 18 |
| SAT Score - Verbal ----- | 3 | 200 - 202 | 18 |
| SAT Score - Math ----- | 3 | 203 - 205 | 18 |
| Cumulative Grade Point Average ----- | 3 | 206 - 208 | 18 |
| Residency Status ----- | 1 | 209 - 209 | 18 |
| Second Site of Instruction ----- | 3 | 210 - 212 | 19 |
| Second Site Credit Hours ----- | 4 | 213 - 216 | 19 |
| Third Site of Instruction ----- | 3 | 217 - 219 | 19 |
| Third Site Credit Hours ----- | 4 | 220 - 223 | 19 |
| Unused ----- | 2 | 224 - 225 | -- |
| Financial Aid Data Status ----- | 1 | 226 - 226 | 20 |
| Twenty-First Century Scholar Identifier ----- | 1 | 227 - 227 | 20 |
| Dependency Status ----- | 1 | 228 - 228 | 20 |
| Housing Status ----- | 1 | 229 - 229 | 20 |
| Pell Grant/Academic Year ----- | 5 | 230 - 234 | 21 |
| State Higher Education Award/Academic Year ----- | 5 | 235 - 239 | 21 |
| State Freedom of Choice Award/Academic Year ----- | 5 | 240 - 244 | 21 |
| Gift Aid from Institutional Sources/Academic Year ----- | 5 | 245 - 249 | 21 |
| Supplemental Education Opportunity Grant (SEOG)/Academic Year ----- | 5 | 250 - 254 | 21 |
| Veterans Benefit Programs/Academic Year ----- | 5 | 255 - 259 | 21 |
| Other Federal Gift Aid/Academic Year ----- | 5 | 260 - 264 | 22 |
| Lilly Endowment Education Award (LEEAA)/Academic Year ----- | 5 | x x | 22 |
| Twenty-First Century Scholars Award/Academic Year ----- | 5 | 265 - 269 | 22 |
| Other Indiana Gift Aid/Academic Year ----- | 5 | 270 - 274 | 22 |
| Other Private Gift Aid/Academic Year ----- | 5 | 275 - 279 | 22 |
| Stafford Loans Certified by Campus/Academic Year ----- | 5 | 280 - 284 | 22 |
| Perkins Loans/Academic Year ----- | 5 | 285 - 289 | 23 |
| Other Repayable Need-Based Loans/Academic Year ----- | 5 | 290 - 294 | 23 |
| Non-Need-Based Loans to Student/Academic Year ----- | 5 | 295 - 299 | 23 |
| Non-Need-Based Loans to Parent/Academic Year ----- | 5 | 300 - 304 | 23 |
| Federal Work-Study Award/Academic Year ----- | 5 | 305 - 309 | 23 |
| State Work-Study Award/Academic Year ----- | 5 | 310 - 314 | 23 |
| Pell Grant/Summer Session ----- | 5 | 315 - 319 | 21 |
| State Higher Education Award/Summer Session ----- | 5 | 320 - 324 | 21 |
| State Freedom of Choice Award/Summer Session ----- | 5 | 325 - 329 | 21 |
| Gift Aid from Institutional Sources/Summer Session ----- | 5 | 330 - 334 | 21 |
| Supplemental Education Opportunity Grant (SEOG)/Summer Session ----- | 5 | 335 - 339 | 21 |
| Veterans Benefit Programs/Summer Session ----- | 5 | 340 - 344 | 21 |
| Other Federal Gift Aid/Summer Session ----- | 5 | 345 - 349 | 22 |
| Lilly Endowment Education Award (LEEAA)/Summer Session ----- | 5 | x x | 22 |
| Twenty-First Century Scholars Award/Summer Session ----- | 5 | 350 - 359 | 22 |
| Other Indiana Gift Aid/Summer Session ----- | 5 | 355 - 354 | 22 |

FIGURE 1
(continued)

| <u>Data Element</u> | <u>Field Length</u> | <u>Inclusive Positions</u> | <u>Reference Page</u> |
|--|-------------------------|--------------------------------|---------------------------|
| Other Private Gift Aid/Summer Session ----- | 5 | 360 - 364 | 22 |
| Stafford Loans Certified by Campus/Summer Session ----- | 5 | 365 - 369 | 22 |
| Perkins Loans/Summer Session ----- | 5 | 370 - 374 | 23 |
| Other Repayable Need-Based Loans/Summer Session ----- | 5 | 375 - 379 | 23 |
| Non-Need-Based Loans to Student/Summer Session ----- | 5 | 380 - 384 | 23 |
| Non-Need-Based Loans to Parent/Summer Session ----- | 5 | 385 - 389 | 23 |
| Federal Work-Study Award/Summer Session ----- | 5 | 390 - 394 | 23 |
| State Work-Study Award/Summer Session ----- | 5 | 395 - 399 | 23 |
| Total Income (Independent Students) or Family's Total Income (Dependent Students) ----- | 6 | 400 - 405 | 24 |
| Parent Contribution ----- | 5 | 406 - 410 | 24 |
| Student Contribution ----- | 5 | 411 - 415 | 24 |
| Student Expense Budget/Academic Year ----- | 5 | 416 - 420 | 24 |
| Student Expense Budget/Summer Session ----- | 5 | 421 - 425 | 24 |

DATA ELEMENT DICTIONARY

The following data elements are defined in the order in which they appear on the student data records.

Campus

This code is a number that is unique for each campus. Each institution, branch or campus having its own FICE code should use that code for reporting purposes. Ivy Tech State College should use separate FICE codes for each of its regional institutes.

Distance learners, who would not otherwise be reported within the SIS data, should be reported with a modified campus code to distinguish them for purposes of policy discussion. The recommended codes (listed in Appendix 2) are similar to the regular campus codes, but with a preceding "D" character in the first position. For example, Ivy Tech State College Region 1 would use a modified campus code of D10040 rather than 010040 to report students served outside Indiana. Indiana University Bloomington, similarly, would use D01809 rather than 001809.

Instructional Home

In most cases, this will be the same as the campus code, defined above. However, this new data field has been added to distinguish each student's instructional home, consistent with the Commission's *Policy for Authorizing New Campuses and Off-Campus Sites* (October, 1996). This new data element would be used to indicate at which campus or postsecondary center students would be counted for purposes of the above policy. Institutions would be asked to define the usage of this data based on each student's instructional activity or their academic home. New campus codes are listed in Appendix 2 identifying three new campuses and 12 new postsecondary centers.

Primary Site of Instruction

This field should contain the three-digit code (Appendix 3) for the location at which the student receives instruction. Students enrolled at the main campus or at sites within the same county as the campus should be reported with the code for the county in which the campus resides. Students enrolled at sites outside that of the main campus should be reported with the appropriate location code(s). Detailed examples of reporting location codes are contained in Appendix 5.

It is expected that some of the students enrolled at the "non-traditional" sites will be able to complete all the courses necessary for a degree at that site but that others will not. The latter includes "courses only" students and those taking courses for a degree that must be completed at the main campus or another institution. See the paragraph on Academic Degree Program Extension (below) for further instructions on how to distinguish each type of student at these sites.

Students pursuing clinical studies for most of the year should be reported with the appropriate county code for the site from which they receive the non-clinical portion of their program coursework. If a student would normally be enrolled or instructed at more than one site, the institution should select one as the "primary" site of instruction. See also page 19 for instructions for reporting second and third sites of instruction with the associated credit hours.

Calendar

This is a field indicating the type of academic calendar used by the institution.

- 1 = Semester
- 2 = Quarter
- 3 = Trimester
- 4 = 4-1-4
- 5 = Other

Report Term

This is a one-digit field indicating the term reported.

- 2 = Annual

Report Year

This is a field indicating the academic year for which the report is submitted. For example, the 1999-2000 academic year data reported for the annual submission would be 9900.

Student Identifier – **MODIFIED for 1999-2000**

This is a field to be used to identify uniquely each student enrolled. The Student Identifier makes it possible for campuses to correct any errors detected by the Commission's edit of their file and to assist in monitoring student migration from campus-to-campus and program-to-program. For purposes of this report, each student should be assigned only **one** identifier regardless of the particular "type" of course in which he or she may be enrolled. A student might have been enrolled for on-campus, regular credit instruction and also have been enrolled in one or more non-credit courses. This student should be assigned only one identifier and only one record for this student should be reported. It is expected that each institution will supply the student's social security number wherever possible. If a student has requested that his/her social security number not be used in internal records systems, or if it is not known, then the institution is requested to assign a unique student identifier which will be consistent from term-to-term, and from year-to-year. **(Beginning with 1999-2000, this field is to be reported as 9-character numeric data.)**

Previous ID Flag – **DELETED in 1999-2000**

Previously Reported Identifier – **MODIFIED for 1999-2000**

This field should contain the previously reported student identifier if the identifier reported this time is not the same as that reported in the last year. Otherwise, it should contain blanks. Refer to the preceding data element. **(Beginning with 1999-2000, this field is to be reported as 9-character numeric data.)**

Cohort Identifier – **MODIFIED for 1999-2000**

This data element also is for exclusive use in the Commission's retention database and allows for accurate identification of a student cohort. *Definitions of the student cohort are to be consistent with Federal definitions and reporting.* This data element should identify only degree-seeking students who entered college for the first time in the fall semester of the academic year being reported, and may include "early admits" and students who begin their enrollment in the summer. For those so identified, this field should contain a "1". Otherwise, the field value should be "0".

For those students who enroll in college for the first time at more than one institution in the fall term, each institution should report the student with the appropriate cohort identifier. Note that this field is slightly different from "first-time" as defined in the "Entry Type" element on page 15.

Academic Degree Program

An academic degree program is a set of related instructional activities which culminate in a specific certification of accomplishment. It is often, but not always, the same as a "major," but it is not the same as a student program, which is one particular set of courses chosen by a student in satisfaction of major and degree requirements.

The primary and authoritative source for identifying academic degree programs is the Commission for Higher Education's Academic Program Inventory. Beginning with 1983-84, the coding has been the 6-digit CIP (Classification of Instructional Programs) code used for federal reporting about programs appearing in the Academic Program Inventory. Each institution should indicate the coding used for each of its authorized programs and submit this information to the Commission for Higher Education, preferably in advance of data submission.

An institution should report enrollment information only in programs which are identified in the Academic Program Inventory. If a campus wishes to identify an academic degree program that does not appear in this inventory, the campus should contact the Commission staff; a campus should not independently assign a "special" CIP number to a program. Students should be reported according to their actual, present academic degree program and not according to an intended or future program. If a student is currently taking courses at one campus in pursuit of a degree at another campus, the first campus should report the student with the appropriate CIP code, followed by a "99" code in the academic degree program extension. However, this procedure should be used only where the student has clearly identified his/her immediate academic degree program intentions. If the student's immediate intention is

not known or if the student is enrolled in a non-credit or continuing education program, he/she should be reported as "undecided/undeclared" (the CIP code should be set to zeros).

For the annual report, use the student's predominant academic degree program.

Academic Degree Program Extension

In order to be able to identify several special categories of students, the following program extension codes have been assigned:

00 = *Academic Degree Program applies*

01 or

91 = *Undecided/Undeclared*

92 = *Non-credit or continuing education*

Non-credit includes all individuals not matriculated in an academic degree program and who are participating in organized learning experiences for which academic credit is not awarded. These activities include conferences, short courses and workshops. In addition, non-credit "programs" should include only those individuals enrolled in courses created and/or supported by the reporting campus.

93 = *Professional Certification Education*

99 = *Pursuing a known academic degree at another institution or campus. The coding "xxxxxx" refers to the appropriate six-digit CIP code. This coding should not be used unless the academic degree program is known in advance, and it exists at another campus or institution.*

Student Level

A student's class level is most frequently based upon the proportion of total requirements he or she has obtained toward completion of the degree program in which he or she is enrolled.

Following is a description of each student level that should be distinctly identified.

Certificate: The Certificate level should be used for students enrolled in courses for the purpose of acquiring technical skills, or in a program comprising a prescribed field of study of two years or less in length below the associate degree level. Formal recognition is made by the campus upon completion by awarding a certificate to the student.

Associate: This is the academic objective of students enrolled in a program comprising at least two but less than four years of postsecondary education, whether it is for the first two years of a four-year baccalaureate program or a two-year occupational program. Completion of the program is signified by the awarding of an associate degree.

Student Level - This is a measure of the undergraduate student's progress toward an associate degree objective. The campus' classification system should approximate the following amount of degree credit hour requirements:

Freshman - less than 50%

Sophomore - 50% to 100%

Baccalaureate: This is the academic achievement objective of students enrolled in degree programs consisting of at least four but not more than five years of college work.

Student Level - This is a measure of the undergraduate student's progress toward a baccalaureate degree objective. The campus classification system used should approximate the following amounts of degree-hour requirements:

| | <u>Four Year Degree Program</u> | <u>Five Year Degree Program</u> |
|-----------|-------------------------------------|-------------------------------------|
| Freshman | Less than 25% | Less than 20% |
| Sophomore | 25% to 49% | 20% to 39% |
| Junior | 50% to 74% | 40% to 59% |
| Senior | 75% to 100% | 60% to 100% |

Students in five-year programs are classified as seniors in the last two years of their enrollment. Each campus may utilize its own policy for defining student level. However, if these policies differ significantly from the above format, a written description of these policies should be provided by the campus to the Commission.

First Professional: This is the first degree earned in a professional field. It is the achievement objective of students enrolled in programs which require at least two academic years of previous college work for entrance and a total of at least six academic years of college work for a degree. Included are the first professional degrees in the following fields: Dentistry (D.D.S. or D.M.D. only), Law (LL.B. or J.D. only), Medicine (M.D. only), Theology (B.D. or M.Div.), Veterinary Medicine (D.V.M. only), Chiropody, Podiatry (D.S.C., Pod.D., P.M., or D.P.), Osteopathy (D.O.), Optometry (O.D.). Degrees which require four or five years of college work (Pharmacy, Architecture, Forestry) for completion of academic requirements should be reported as baccalaureate. Students enrolled in work leading to a master's degree are to be reported as Graduate-Master's, even though a master's degree is required in some fields for employment at the professional level, such as Library Science, Education, and Social Work.

Graduate - Master's: Master's degree programs generally require one or two academic years of work beyond the bachelor's degree.

Graduate - Other: This achievement objective is not intended to be a necessary or logical step between the master's and doctoral levels. Degrees can include Educational Specialist (Ed.S.) and Educational Administration (Ed.A.). Medical students completing their residency and internship requirements should be identified in this category, although the campus need not distinguish between resident and intern-type students.

Graduate - Doctorate: Included in this category are such degrees as Doctor of Education (Ed.D.), Doctor of Arts (D.A.), and Doctor of Philosophy (Ph.D.). The first professional degrees of D.V.M., M.D., J.D., D.D.S., D.O., etc. are to be reported as First Professional.

Unclassified - Undergraduate and Graduate: These students are enrolled in a course or courses; however, they have either not committed themselves to the direct pursuit of one of the achievement objective levels defined above, or the campus could not determine such an objective for the student. Included are those students identified by such terms as temporary, unclassified, transient, special or guest. Students taking coursework at one campus should be reported as unclassified only if their degree objectives could not be determined.

Campuses providing graduate degree achievement objectives should report unclassified students by undergraduate or graduate level.

The student's predominant status for most of the year should be reported as the student's level.

Student Level Code

A two-digit code should be used to indicate the appropriate student level using the codes identified below:

- 00 = Unknown*
- 01 = High School*
- 02 = Certificate*
- 03 = Associate (Freshman)*
- 04 = Associate (Sophomore)*
- 05 = Freshman (Baccalaureate)*
- 06 = Sophomore (Baccalaureate)*
- 07 = Junior (Baccalaureate)*
- 08 = Senior (Baccalaureate)*
- 09 = First Professional*
- 10 = Masters*
- 11 = Other Graduate*
- 12 = Doctoral*
- 13 = Unclassified (Undergraduate)*
- 14 = Unclassified (Graduate)*

Gender

The coding conventions to be used for identifying Gender of students are:

- 0 = Unknown*
- 1 = Female*
- 2 = Male*

Race/Ethnicity

Newly-defined reporting requirements at the Federal and State levels allow for individuals to identify themselves as being a member of more than one racial or ethnic group. The Federal Office of Management and Budgets now identifies six separate racial/ethnic categories, from which an individual may select "all that apply." The definitions for each category are given below.

Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Native Hawaiian or Other Pacific Islander. (new category, formerly reported with "Asian") A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

White. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Each of the above categories should be reported within a single data field, using "1" to indicate each category within which the student considers him/herself to be a member. Due to data collection issues, it is expected that full implementation of this data and use of the "check all that apply" format will not occur until 1999-2000 or 2000-2001. Until then, data programs should push current racial/ethnic selections into the appropriate data categories. The inclusive racial/ethnic fields are:

| | |
|---|-------------|
| Black or African American | 1=yes; 0=no |
| American Indian or Alaskan Native | 1=yes; 0=no |
| Asian | 1=yes; 0=no |
| Native Hawaiian or Other Pacific Islander | 1=yes; 0=no |
| Hispanic | 1=yes; 0=no |
| White | 1=yes; 0=no |

The racial/ethnic definitions appearing above are taken from the IPEDS/OCR reporting instructions. The IPEDS/OCR instructions further explain that the racial/ethnic definitions used:

"do not denote scientific definitions of anthropological origins. For the purpose of this report, a student may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging.

"The manner of collecting the racial/ethnic information is left to the discretion of the institution provided that the system which is established results in reasonably accurate data. One acceptable method is a properly controlled system of post-enrollment self-identification by students. If a self-identification method is utilized, a verification procedure to ascertain the completeness and accuracy of student submissions should also be employed where feasible. In order to provide reasonably accurate data, the institution may require students to complete a questionnaire and/or identify themselves by name or otherwise when providing information. The fact that the information is being gathered in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 may be disseminated in the manner and to the extent that the institution deems appropriate."

Citizenship

Concurrent with the new collection format for race/ethnicity, citizenship information is to be reported as a separate data element, and using the following definitions:

U.S. Citizen. Any born, or naturalized, citizen of the United States.

Resident Alien. Any non-citizen who has been lawfully admitted for permanent residence (and who holds a "green card," FORM I-151).

Non-Resident Alien. A person who is not a citizen of the United States, and who is in this country on a temporary basis, and does not have the right to remain indefinitely.

When reporting these categories the following codes are to be used:

0 = *Unknown*
 1 = *U.S. Citizen*
 2 = *Resident Alien*
 3 = *Non-resident Alien*

Date of Birth

This is an eight-digit field to indicate a student's date of birth. The coding designation should be numeric and appear as MMDDYYYY, where:

MM = *Month*
 DD = *Day*
 YYYY = *Year*

If a student's date of birth is not known, this field should be zero-filled.

Zipcode/Foreign Country Code

Provide the five-digit Zipcode of the student's address at the time of admission in the campus. The codes to be used for foreign countries appear in Appendix 3c. If a student's zipcode-of-origin is not known, this field should be zero-filled.

Student County/State/Country of Origin

Because many students list a local address and zipcode with the institution, attributing county of origin to the zipcode field is sometimes inaccurate, though the previous field is still necessary for purposes of historical consistency and use of foreign country codes.

For Indiana resident students, please enter the three-digit county code (Appendix 3a) corresponding to the student's county of origin at the time of admission. For US students from outside Indiana, please enter the three character code from Appendix 3b for US students or the three character code from Appendix 3c for international students. If this information is unknown, enter "000" in this field.

Campus Residence

This is a one-digit field indicating a student's residence while enrolled. The following codes and definitions should be used:

| | |
|-----------------------|--|
| <i>0 = Unknown</i> | <i>campus residence status unknown.</i> |
| <i>1 = Campus</i> | <i>includes residence halls (dormitories), married student housing and fraternities and sororities using residence halls.</i> |
| <i>2 = Off-Campus</i> | <i>all other housing not identified as campus, overseas or parents to include fraternities and sororities which occupy housing other than residence halls.</i> |
| <i>3 = Overseas</i> | <i>includes students enrolled in an ongoing program at an extension center or campus located in a foreign country and who are residing in that country.</i> |
| <i>4 = Parents</i> | <i>includes students living "at home" with parents, guardians, or relatives.</i> |

Credit Hours (Non-contract Instruction)

All credit hours reported are to be semester-equivalent credit hours. Campuses that do not utilize a semester credit hour system must convert to semester hours for purposes of this report. Table I displays the weighting factors to be applied by system-type. If a campus utilizes a system other than those appearing in Table I, that campus should contact the Commission to arrange a special weighting factor based on the specific system type. (**Note:** All credit hour enrollment fields are four-character fields with an *implied* decimal point between the second and third characters.) Credit hours should be reported as *enrolled* for each student and term of enrollment.

Important: Report all non-contract credit instruction attempted in the reporting year in these fields, including those credits referenced in the supplemental instruction site fields (page 19).

Credit hours should be reported in each of six data fields, as follows. The fields are defined to accommodate various institutional calendars. If your campus does not report enrollment for a defined term, please set the value to "0000." Students enrolled, but with non-credit status should be reported using "9999" in the appropriate term field. (Be sure this value is not added into the "total" field.) This allows students in non-credit clinical and other experiences to be included in appropriate headcount tabulations.

Instruction delivered in asynchronous time periods, such as print correspondence, should be reported based on the term in which the student began instruction, and reported only once for each course.

Summer A: *Summer enrollment activity reported for the fiscal year which occurs prior to the fall term being reported.*

Fall: *Regular fall term enrollment.*

Winter: *If your campus is on a quarter system, report the winter term credits attempted here. Also, if your campus enrolls students for a separate January or inter-term separate from the fall and spring terms, those credits attempted should be recorded here. Because all public institutions are on a semester calendar, this field should not apply.*

Spring: *Regular spring term enrollment.*

Summer B: *Summer enrollment activity reported for the fiscal year which occurs after the spring term being reported.*

Total: *This is the total semester credits attempted by the student during the reported fiscal year and should be equal to the sum of the previous five fields. (Do not include "9999" enrollment entries in this calculation.)*

Correspondence Credit Hours (Scheduled for elimination in 1999-2000)

Instruction given by mail, radio, or television in which there is the sending of lessons, periodic examination of students, and correcting and grading of returned lessons should be reported here. Only completed credit hours posted to a student's transcript should be reported.

Note that this reporting field was scheduled for elimination in 1999-2000. Credit hours historically reported as "correspondence" should be captured within the appropriate fields for non-contract instruction. (The field remains to accommodate any final implementation issues and will be removed from the record layout in the next data modification.)

Credit Hours (Contract Instruction)

When institutions have contractual agreements to provide credit instruction to limited groups of students (not open admission), and the contractual arrangement provides a reimbursement for the cost of providing the credit instruction, they should report this enrollment as **contract** credit hours. The contractual agreements apply to both on- and off-campus credit instruction. Contract instruction should not be confused with contractual arrangements which pay all or a portion of a student's cost in programs which are open to any student at the campus (e.g., the student's employer pays the student's tuition).

Those campuses which contract with the Indiana University School of Medicine to conduct first or second year instructional programs on their campuses should report this enrollment as first professional, contract enrollment. The Indiana University School of Medicine should report this enrollment as first professional with the county code (Appendix 4) of the contracting institution in the "Primary Site of Instruction" field.

TABLE I:
WEIGHTING FACTORS TO BE USED FOR
CONVERSIONS TO SEMESTER CREDIT HOURS

| <u>Calendar Type</u> | <u>Weighting Factor</u> |
|---|-----------------------------|
| Semester (and any other system using semester credit hours) | 1.0 |
| Quarter | .6667 |

Remedial Credit Hours – Math – NEW DATA ELEMENT in 1999-2000

Report annual semester-equivalent credit hours attempted in remedial mathematics by the student.

(**Note:** All credit hour enrollment fields are four-character fields with an *implied* decimal point between the second and third characters.) Credit hours should be reported *as enrolled* for each student and term of enrollment.

Remedial Credit Hours – Language Arts – NEW DATA ELEMENT in 1999-2000

Report annual semester-equivalent credit hours attempted in remedial reading and language arts by the student. (**Note:** All credit hour enrollment fields are four-character fields with an *implied* decimal point between the second and third characters.) Credit hours should be reported *as enrolled* for each student and term of enrollment.

Entry Type

This is a one-digit field to indicate a student's method of entry. The following definitions and codes should be used to report this information.

First-time Entry. All freshmen entering at the fall term who have not previously attended any college should be reported as first-time entries. Include students enrolled in the fall term who attended college for the first time in the summer session(s) immediately preceding the fall term. Also include students who entered with advanced standing (college credits earned before graduating from high school) at the freshman level. This category should also be used for graduate students entering a graduate program, regardless of where they obtained their undergraduate degree.

Transfers. Those students who have enrolled for the first time at the reporting campus, but have received credit while enrolled at another campus, should be reported as transfer students. Students transferring from one campus to another, within the same institution, in pursuit of the same or similar degree should be counted as transfer students. The time span between attendance at one institution and admission to the reporting campus shall not be a factor for exclusion of students in this category.

Continuing. Those students who do not fit into any of the above categories should be reported as having the status of a "continuing" student. There should be no duplication of students reported in the above categories.

The following coding conventions should be used to report these categories:

- 0 = Entry Status Not Known*
(or not applicable because high school or non-degree student)
- 1 = Continuing*
- 2 = First-time Entry*
- 3 = Transfer*

Transfer Institution CEEB Code-1

If a student has an entry type of "transfer," the four-digit College Entrance Examination Board (CEEB) Code of the Transfer Institution should appear in this field indicating the institution **from** which the student has transferred. Also, if transfer credits are recognized *during the year being reported*, this field should contain the most recent institution attended prior to the current campus. (It is possible that a continuing entry-type student who transferred in a prior year will have credits recognized.) Zero-fill this field if not applicable.

Transfer Credits Recognized from Transfer Institution-1

Enter the number of transfer credits recognized *during the year being reported* from the institution listed in the field for Transfer Institution CEEB Code-1. Use four digits, with an implied decimal between positions two and three. Zero-fill this field if not applicable.

Transfer Institution CEEB Code-2

If transfer credits are recognized from more than one institution *during the year being reported*, enter the CEEB code of the second most recently attended campus in this field. Zero-fill this field if not applicable.

Transfer Credits Recognized from Transfer Institution-2

Enter the number of transfer credits recognized *during the year being reported* from the institution listed in the field for Transfer Institution CEEB Code-2. Use four digits, with an implied decimal between positions two and three. Zero-fill this field if not applicable.

Transfer Institution CEEB Code-3

If transfer credits are recognized from more than two institutions *during the year being reported*, enter the CEEB code of the third most recently attended campus in this field. If transfer credits are recognized from more than three institutions *during the year being reported*, enter "9999." Zero-fill this field if not applicable.

Transfer Credits Recognized from Transfer Institution-3

Enter the number of transfer credits recognized *during the year being reported* from the institution listed in the field for Transfer Institution CEEB Code-3. If Transfer Institution CEEB Code-3 is "9999," enter the total credit hours recognized *during the year being reported* from the corresponding institutions. Use four digits, with an implied decimal between positions two and three. Zero-fill this field if not applicable.

Degrees and Awards Conferred – includes NEW DATA ELEMENTS in 1999-2000

There are ten fields reserved for the reporting of degrees and awards conferred. These fields are divided into two sets allowing for the reporting of an individual receiving two degrees in the same year. Each set includes five fields: the first field will be used to identify the type of degree or award conferred; the second field will be used to indicate the site at which the degree was earned; the third field will display the CIP code of the academic degree program in which the degree or award was granted; the fourth field indicates the month and year in which the degree was conferred; and, the fifth field indicates the second major if the student was a dual major under a single degree.

If a student earned two degrees or awards between July 1 and June 30 of the reporting year (*e.g.*, a bachelor's degree at the end of the summer session and a master's degree at the end of the following academic year) both degrees and/or awards should be reported. The first should be used to report the most recently conferred degree or award. The second set should utilize the same coding conventions as the first and should be used to report the degree or award conferred earlier. If a student is granted only one degree during the reporting term, the remaining three fields should be zero-filled.

Report only those degrees and awards which were actually conferred between July 1 and June 30 of the reporting year. Degrees or awards earned but not yet conferred during this time period should be reported in the report for the following year.

If a student has not been granted a degree or award during the reporting term, all ten fields should be zero-filled.

Classification of Degrees According to Academic Degree Program

- (a) *Specific Classification.* Classify degrees specifically as to the authorized academic program from which the individual is graduating. Thus, report a bachelor's degree in business administration with a major in Accounting or in Business and Commerce consistent with the Academic Program Inventory for that institution.
- (b) *Degree of Doctor of Philosophy.* Classify the Doctor of Philosophy degree according to the student's academic degree program. Thus, a Ph.D. in Chemistry should be reported as a degree in Chemistry, NOT as one in Philosophy.
- (c) *Academic Degree Programs of Students Prepared to Teach.* The general rule is to classify degrees according to the academic degree program. This means that, in general, degrees of students who have prepared to teach an academic subject, such as English, biology, or foreign languages, should be reported respectively in Letters, Biological Sciences, and Foreign Languages, and NOT in Education. On the other hand, the degrees of students who have majored in education should be reported accordingly, *e.g.*, in Art Education or Music Education. In either case, the resulting program should be in the Academic Program Inventory.

- (d) **Split Major.** When a student graduates with a split major, report the degree in the Student's academic degree program (i.e., the area of greater specialization). If this is not possible, the degree should be reported in the discipline specialty closest to the combination. If a split major involves two languages, report it in Foreign Languages, General. Similarly, within each of the other discipline divisions, if a split major involves two specialties within a division, the degree should be reported under the appropriate "general" specialty indicated under that discipline heading. If the split major covers more than one discipline division, the academic degree program should be reported in the area of greater specialization.
- (e) **Double Majors. (NEW for 1999-2000)** When a student graduates with a major in two discipline specialties, report the academic degree program in the field of greater specialization in the degree CIP field. The CIP code associated with the second major is to be reported in the "second major" field associated with the awarded degree.

Utilize the Commission's Academic Program Inventory in conjunction with the six-digit CIP Code of the appropriate academic degree program for both the major and second major fields.

Level of Degree Conferred Codes

This field is assigned to indicate the specific level of degree(s) awarded. Coding conventions for these fields are:

- 1 = Certificate*
- 2 = Associate*
- 3 = Baccalaureate*
- 4 = Masters*
- 5 = Specialist*
- 6 = First Professional*
- 7 = Doctoral*

Degree Conferred Site Codes

Those codes used to indicate primary site of instruction (see page 7) are to be used to signify the site at which the degree(s) was (were) awarded.

Degree Conferred Date Codes

In order to more accurately report degree completion rates and time-to-degree information, the date of completion for each degree is requested. The coding designation is numeric and is to be reported in the form of MMYYYY, where:

- MM = Month*
- YYYY = Year*

High School CEEB Code

Report the six-digit College Entrance Examination Board (CEEB) Secondary/Junior Colleges Code for the student's high school of graduation. If the student entered as a graduate student and as a consequence no High School code is available, enter 999998 in this field. Use the following codes as appropriate for those instances in which the CEEB code is unknown, discontinued, or not applicable:

- 159992 = Out-of-State Home School*
- 159993 = In-State Home School*
- 159994 = Out-of-State*
- 159995 = Foreign High School*
- 159996 = Out-of-State Obsolete High School*
- 159997 = In-State, Other or Obsolete High School*
- 159998 = Out-of-State GED*
- 159999 = In-State GED*

Those institutions which continue to use codes that CEEB has declared obsolete may report those codes instead of 159996 or 159997. Likewise, institutions using pertinent active codes for out-of-state and foreign high schools may use them instead of 159994 and 159995. Use of 159998 and 159999 are encouraged if known but are not necessary.

High School Date of Graduation

This is a six-digit field to indicate the month and year of the student's graduation from high school. The coding designation is numeric and is to be reported in the form of MMYYYY, where:

MM = Month
YYYY = Year

If month is unavailable, zero fill month and report year.

High School Rank

High School Rank should be reported based on the student's high school Grade Point Average relative to the rest of his or her graduating classmates. For example, if a student's GPA is better than that of 75% of his or her classmates, report 75. This field will accommodate up to three characters (valedictorians might be ranked at 100, for example). Report whole numbers only, no decimals, and right justified. No value entered should ever exceed 100.

High School Diploma Type

Indicate the type of diploma received by the student. The following codes are currently in use by the Indiana Department of Education:

0 = diploma type unknown
1 = Regular Diploma
2 = Honors Diploma
3 = Other Diploma
4 = GED (Test of General Education Development)
5 = Special Education Certificate

CORE40 Completion

If the student's transcript indicates whether or not the student has completed the Indiana CORE40 curriculum, enter one of the following codes in the student record:

0 = unknown
1 = Yes, CORE40 Curriculum completed
2 = No, CORE40 Curriculum not completed

SAT Score - Verbal

If the student took the Scholastic Achievement Test (SAT), indicate the "verbal" score, right justified.

SAT Score - Math

If the student took the Scholastic Achievement Test (SAT), indicate the "math" score, right justified.

Cumulative Grade Point Average

The student's cumulative grade point average (GPA) from enrollment to last term attended is to be entered here based on a four-point grading scale where, A = 4, B = 3, C = 2, D = 1 and F = 0. Six-point grading scales where, A = 6 and F = 2 are to be reduced to the four-point system by subtracting 2 from the institution's calculated GPA. Enter 998 if this item is not available and zero if actually zero.

Residency Status

This is a one-digit field that records the institution's assignment of Indiana residency/non-residency status to a student. For the public institutions, this categorization is to correspond with the student's basis for tuition and fee amounts.

The following codes are valid:

0 = Residency Status Unknown
1 = Assumed as Resident
2 = Assumed as Non-Resident
~~*3 = Undifferentiated as to Student Origin or Residency (obsolete)*~~
4 = Assumed as resident through Reciprocity Agreement
5 = Non-Resident Paying Resident Fees for Reasons Other Than Reciprocity

Independent institutions, and other campuses charging tuition/fees undifferentiated as to student origin should code students, to the best of their ability as either resident (1) or non-resident (2) based on their state of origin at the time of admission.

Supplemental Data on Enrollment Activity Outside of the Primary Site of Instruction

If a student enrolls at more than one site of instruction of the same campus during the SIS reporting cycle, the enrollment activity outside of the *primary* site of instruction should be reported in this set of fields. (Remember, report all credit hours attempted in the term-specific fields for non-contract credit instruction, defined on page 14.) In the fields for the second and third sites of instruction, report only that portion of instruction that was attempted at the site(s) other than the primary site of instruction. If the student takes instruction at a third site, report that site and the associated credits in the appropriate fields. If a student enrolls at more than three sites of a single campus during the reporting year, report "99" in the third site of instruction field and report the total of the credit hours attempted at the third and fourth (and fifth and sixth and ...) sites in the third site credits field.

Note: The credit hours associated with the primary site of instruction are not explicitly reported in the record. In analyses, the credit hours for the primary site of instruction will be calculated by subtracting the second and third site credit hours from the total non-contract credit hours.

Student majors will only be checked against the primary site of instruction. Therefore, if the primary site listed is not the county through which the student pursues his or her degree objective, "99" should be entered as the academic degree program extension (see page 9).

Set any unused fields to zeroes.

Second Site of Instruction

Report the three-digit student location code (Appendix 3) of the second instructional site at which the student is enrolled. (See page 7 for a detailed definition of the primary site of instruction.)

Second Site Credit Hours

Report the number of credit hours attempted at the second site of instruction. All credit hours should be reported in semester-equivalent credit hours. (This field is three-characters in length with an *implied* decimal between the second and third character. 10 credit hours, for example, should be entered as "100" in this field.) Credit hours should be reported *as enrolled* for each student and reporting year. Students enrolled, but with non-credit status should be reported using "999" in this field. This allows students in non-credit clinical and other experiences to be included in appropriate headcount tabulations.

Third Site of Instruction

Report the three-digit student location code (Appendix 3) of the third instructional site at which the student is enrolled. (See page 7 for a detailed definition of the primary site of instruction.) If the student is enrolled during the reporting year at more than three sites of instruction of a single campus, report "999" in this field.

Third Site Credit Hours

Report the number of credit hours attempted at the third site of instruction. All credit hours should be reported in semester-equivalent credit hours. (This field is three-characters in length with an *implied* decimal between the second and third character. 10 credit hours, for example, should be entered as "100" in this field.) Credit hours should be reported *as enrolled* for each student and reporting year. Students enrolled, but with non-credit status should be reported using "999" in this field. This allows students in non-credit clinical and other experiences to be included in appropriate headcount tabulations. For students enrolled in more than three sites of instruction of a single campus during the reporting year, report the sum of the non-contract credit instruction attempted at the third and fourth (and fifth and sixth and ...) sites.

Financial Aid Data Status

The remaining fields in each record are used to record basic financial aid data for the prior fiscal year. Many of the fields, however, are duplicated to allow separate entries for the academic year and the summer session. Some students may receive aid for the academic year only while others receive it for the summer session only and others for both periods. Those fields which remain the same for whatever period is being reported are not duplicated.

The valid codes for this field are:

0 = No financial aid information is available.

1 = Financial aid application information is present, but no awards were made and no award amounts are present.

2 = Financial aid award amounts are present for the academic year only.

3 = Financial aid award amounts are present for the summer session only.

4 = Financial aid award amounts are present for the academic year and summer session.

If codes "2" through "4" are indicated, relevant award fields will be interpreted as valid, even if they contain zero data values. Otherwise, the remaining fields will be ignored.

In the following definitions, those data with separate academic year and summer session fields are so indicated; the definition applies to both fields in such cases.

Twenty-First Century Scholar Identifier

If the student is known to be a Twenty-First Century Scholar, enter a "1" in this field, otherwise set to zero. This is in order to consistently identify students from this program even in the event that they do not receive an award amount under the program in the given year.

Dependency Status

When computing financial "need" for individual students, most campuses vary their analysis according to whether the student is dependent upon his/her parents for support.

The following codes are consistent with the Congressional Methodology definitions and should be used accordingly.

0 = Indeterminate Status

1 = Self-supporting

2 = Dependent

Housing Status

This is a one-digit field indicating a student's residence while enrolled and applies only to those students to whom financial aid has been made available.

The following coding convention should be used:

0 = Unknown campus residence status unknown.

1 = Campus includes residence halls (dormitories), married student housing and fraternities and sororities using residence halls.

2 = Off-Campus all other housing not identified as campus, overseas or parents to include fraternities and sororities which occupy housing other than residence halls.

3 = Overseas includes students enrolled in an ongoing program at an extension center or campus located in a foreign country and who are residing in that country.

4 = Parents includes students living "at home" with parents, guardians or relatives.

Pell Grant (Academic Year and Summer Session)

This field contains the total grant received by the student for the fiscal period indicated under the Federal Pell Grant Program.

If there is no grant, or if the grant is not known, the field should be set to zeros. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeros. Note that this field is unsigned.

State Higher Education Award (Academic Year and Summer Session)

This field contains the total grant received by the student under the Indiana Higher Education Award Program administered by SSACI.

If there is no grant, or if the grant is not known, the field should be set to zeros. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeros. Note that this field is unsigned.

State Freedom of Choice Award (Academic Year and Summer Session)

This field contains the total grant received by the student under the Indiana Freedom of Choice Program administered by SSACI.

If there is no grant, or if the grant is not known, the field should be set to zeros. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeros. Note that this field is unsigned.

Gift Aid from Institutional Sources (Academic Year and Summer Session)

This field contains student aid in any form (grants, fee remissions, etc.) received by the student at any time during the fiscal year, including athletic grants:

- Institutional need-based aid
- Institutional non-need-based
- Fee remissions provided as employee benefits to employees, spouses, and children of employees
- State entitlement programs, including CDV, Police

Awards funded through institutional foundations and endowments should not be reported in this category.

If there is no grant, or if the grant is not known, the field should be set to zeros. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeros. Note that this field is unsigned.

Supplemental Education Opportunity Grant (SEOG) (Academic Year and Summer Session)

This field contains the total grant received by the student for the fiscal period indicated under the Federal Supplemental Education Opportunity Grants (SEOG) Program.

If there is no grant, or if the grant is not known, the field should be set to zeroes. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeroes. Note that the field is unsigned.

Veterans Benefit Programs (Academic Year and Summer Session)

This field contains the total benefit received by the student for the fiscal period indicated under all Federal Veteran's Benefit Programs, including VA Contributory Benefits and GI Bill and Dependent's Educational Assistance Benefits.

If there is no benefit, or if the benefit is not known, the field should be set to zeroes. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeroes. Note that the field is unsigned.

Other Federal Gift Aid (Academic Year and Summer Session)

This field contains student gift aid from federal programs (exclusive of the Pell, SEOG, and Veteran's Training Program funding). This field should include at least the following:

- Grants from Bureau of Indian Affairs
- Paul Douglas Teacher Scholarship
- Robert C. Byrd Scholarship
- Job Training Partnership Act Awards (JTPA)

If there is no grant, or if the grant is not known, the field should be set to zeros. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeros. Note that this field is unsigned.

~~Lilly Endowment Education Award (LEE) (Acad Yr and Summer Session)~~ – **DELETED in 1999-2000**

Twenty-First Century Scholars Award (Academic Year and Summer Session)

This field contains the total grant amount awarded to the student through the Twenty-First Century Scholars Program. Recipients of this award should also be identified in the Twenty-First Century Scholars Identifier Field.

If there is no award, or if the award is not known, the field should be set to zeroes. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeroes. Note that the field is unsigned.

Other Indiana Gift Aid (Academic Year and Summer Session)

This field contains gift aid received by the student during the fiscal period indicated from state programs such as:

- Hoosier Scholarship
- Nursing Scholarship
- Minority Teacher Scholarship
- Vocational Rehabilitation Awards

Note that JTPA awards are not to be reported here but are included under Other Federal Gift Aid.

If there is no grant, or if the grant is not known, the field should be set to zeroes. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeroes. Note that the field is unsigned.

Other Private Gift Aid (Academic Year and Summer Session)

This field contains gift aid received by the student during the indicated fiscal period from private parties, which cannot be classified into one of the above categories. Included are awards which are handled or known by the institution, such as service club scholarships (e.g., Kiwanis, Rotary, PTO, etc.) and awards from other state and foreign governments.

Also included here are institutional endowment and foundation awards. These are awards over which the institution has either direct control or some degree of influence (e.g., award recipients selected by a university foundation). Outside billings, such as employer and military billings, are excluded. It is understood that the institutions cannot know or record all such student aid; however, information is sought where institutions record this information in their record systems, and utilize this information in packaging other aid for the student.

If there is no grant, or if the grant is not known, the field should be set to zeroes. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeroes. Note that the field is unsigned.

Subsidized Stafford Loans Certified by Campus (Academic Year and Summer Session)

This field contains Stafford (formerly GSL) loan funds certified by the institution.

If there is no loan, or if the loan is not known, the field should be set to zeros. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeros. Note that this field is unsigned.

Perkins Loans (Academic Year and Summer Session)

This field contains the total repayable loan amount the student received through the Perkins (formerly NDSL) loan program.

If there is no loan, or if the loan is not known, the field should be set to zeroes. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeroes. Note that the field is unsigned.

Other Repayable Need-Based Loans (Academic Year and Summer Session)

This field is intended to record need-based loans received by the student from an institution or other source known by the institution which is repayable by the student. These sources should include:

- Health professions loans
- Nursing Loans

Exclude non-need based loans such as PLUS, SLS, and unsubsidized Stafford loans.

If there is no loan, or if the loan is not known, the field should be set to zeros. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeros. Note that this field is unsigned.

Non-Need-Based Loans to Student (Academic Year and Summer Session)

Report all non-need based loans to the student which are administered through the campus, such as:

- Unsubsidized Stafford Loans
- Supplemental Loan to Student (SLS)

If there is no loan, or if the loan is not known, the field should be set to zeros. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeros. Note that this field is unsigned.

Non-Need-Based Loans to Parent (Academic Year and Summer Session)

Report all non-need-based loans to the parent(s) which are administered through the campus, such as the Parent Loan for Undergraduate Students (PLUS).

If there is no loan, or if the loan is not known, the field should be set to zeros. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeros. Note that this field is unsigned.

Federal Work-Study Award (Academic Year and Summer Session)

This field is intended to capture the aggregate job compensation to students which receive subsidies under the Federal College Work-Study Program during the indicated fiscal year. It should include all gross wages paid, including the employer's share and the work-study program share.

If there is no work-study compensation, or if the compensation is not known, the field should be set to zeros. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeros. Note that this field is unsigned.

State Work-Study Award (Academic Year and Summer Session)

This field is intended to capture the aggregate job compensation to students which receive subsidies under the Indiana College Work-Study Program during the indicated fiscal year. It should include all gross wages paid, including the employer's share and the work-study program share.

If there is no work-study compensation, or if the compensation is not known, the field should be set to zeros. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeros. Note that this field is unsigned.

Income

This field describes the combined taxable (AGI) and non-taxable income received by the student or his parents for 1994, consistent with student Congressional Methodology definitions.

Depending upon the student's dependency status the field should include:

For Dependent Students:

Total income available to the student's parents.

For Independent Students:

Total income available to the student and spouse.

If the income is not known, the field should be set to 999998. If the income is actually zero, the field should be set to 999990. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeros. Note that this field is unsigned.

Parent Contribution

This field records the academic year parent contribution of dependent students, consistent with the Congressional Methodology definitions. If it is not known, it should be set equal to 99998. If it is actually zero, it should be set equal to 99990. For self-supporting students, it should be reported as zero (99990).

If parent contribution is not reported here, application programs which require it may use estimates from other available data, such as parent income.

Student Contribution

This field records the academic year student contribution of all students (dependent and self-supporting), consistent with Congressional Methodology definitions. If it is not known, it should be set equal to 99998. If it is actually zero, it should be set equal to 99990.

Student Expense Budget (Academic Year and Summer Session)

These fields record the student expense budget used by the college for packaging financial aid. If it is not reported here, application programs which require it will estimate it from other available data such as credit hour enrollment levels and housing status.

TABLE II
SUMMARY OF REQUIRED CODES FOR SIS

| Inclusive Positions | Size | Data Elements | Required Codes | COBOL Picture | Reference Page |
|----------------------------|-------------|-----------------------------------|---|----------------------|-----------------------|
| 1 - 6 | 6 | Campus | See Appendix 2 | PIC 9(06) | 7 |
| 7 - 12 | 6 | Instructional Home | See Appendix 2 | PIC 9(06) | 7 |
| 13 - 15 | 3 | Primary Site of Instruction | See Appendix 3 | PIC 9(03) | 7 |
| 16 - 16 | 1 | Calendar | 1 = Semester 2 = Quarter 3 = Trimester 4 = 4-1-4 5 = Other | PIC 9(01) | 7 |
| 17 - 17 | 1 | Report Term | 2 = Annual | PIC 9(01) | 7 |
| 18 - 21 | 4 | Report Year | YYYY (Academic Year; e.g. 9900) | PIC 9(04) | 8 |
| 22 - 30 | 9 | Student Identifier | Social Security Number or institution "unique" student number (alpha-numeric field should be right justified). | PIC 9(10) | 8 |
| 31 - 39 | 9 | Previously Reported Identifier | If Previous ID Flag field contains a "2", field should contain the Social Security Number or institution "unique" number that was used for this student in previous SIS reports. Otherwise, should be filled by blanks (spaces). | PIC 9(9) | 8 |
| 40 - 40 | 1 | Cohort Identifier | 1 = Yes ; 0 = No | PIC 9(01) | 8 |
| 41 - 46 | 6 | Academic Degree Program | Use Academic Degree Program Code (CIP) or 000000 if unknown/undecided. | PIC 9(06) | 8 |
| 57 - 48 | 2 | Academic Degree Program Extension | 00 = Academic Degree Program Applies 01 or 91 = Undecided/Undeclared 92 = Non-credit or Continuing Education 93 = Professional Certification Education 99 = Pursuing a degree at another institution or campus | PIC 9(02) | 9 |
| 49 - 50 | 2 | Student Level | 00 = Unknown 01 = High School 02 = Certificate 03 = Associate (Freshman) 04 = Associate (Sophomore) 05 = Baccalaureate (Freshman) 06 = Baccalaureate (Sophomore) 07 = Baccalaureate (Junior) 08 = Baccalaureate (Senior) 09 = First Professional 10 = Masters 11 = Other Graduate (Specialist) 12 = Doctoral 13 = Unclassified Undergraduate 14 = Unclassified Graduate | PIC 9(02) | 9 |

TABLE II
SUMMARY OF REQUIRED CODES FOR SIS

| Inclusive Positions | Size | Data Elements | Required Codes | COBOL Picture | Reference Page |
|----------------------------|-------------|--|--|----------------------|-----------------------|
| 51 - 51 | 1 | Gender | 0 = Unknown 1 = Female 2 = Male | PIC 9(01) | 11 |
| 52 - 52 | 1 | Race/Ethnicity - Black | 1 = Yes ; 0 = No | PIC 9(01) | 11 |
| 53 - 53 | 1 | Race/Ethnicity - Native | 1 = Yes ; 0 = No | PIC 9(01) | 11 |
| 54 - 54 | 1 | Race/Ethnicity - Asian | 1 = Yes ; 0 = No | PIC 9(01) | 11 |
| 55 - 55 | 1 | Race/Ethnicity - Pacific | 1 = Yes ; 0 = No | PIC 9(01) | 11 |
| 56 - 56 | 1 | Race/Ethnicity - Hispanic | 1 = Yes ; 0 = No | PIC 9(01) | 11 |
| 57 - 57 | 1 | Race/Ethnicity - White | 1 = Yes ; 0 = No | PIC 9(01) | 11 |
| 58 - 58 | 1 | Citizenship | 0 = Unknown 1 = U.S. Citizen 2 = Resident Alien 3 = Non-Resident Alien | PIC 9(01) | 12 |
| 59 - 66 | 8 | Date of Birth | MMDDYYYY (use 00000000 if unknown) | PIC 9(08) | 12 |
| 67 - 71 | 5 | Zipcode/Foreign Country Code | Zipcode (if United States). If Foreign Country, See Appendix 3. | PIC 9(05) | 13 |
| 72 - 74 | 3 | Student County/State/Country of Origin | Location Code (Appendix 3) for origin at time of admission. | PIC 9(03) | 13 |
| 75 - 75 | 1 | Campus Residence | 0 = Unknown 1 = Campus 2 = Off-Campus 3 = Overseas 4 = Parents | PIC 9(01) | 13 |
| 76 - 79 | 4 | Credit Hours -Noncontract Instruction (Summer A) | Implied decimal - decimal aligned; any unused columns should be zero-filled, e.g., 0350 for 3.5 credits. | PIC 9(04) | 13 |
| 80 - 83 | 4 | Credit Hours -Noncontract Instruction (Fall) | Implied decimal - decimal aligned; any unused columns should be zero-filled, e.g., 0350 for 3.5 credits. | PIC 9(04) | 13 |
| 84 - 87 | 4 | Credit Hours -Noncontract Instruction (Winter) | Implied decimal - decimal aligned; any unused columns should be zero-filled, e.g., 0350 for 3.5 credits. | PIC 9(04) | 13 |
| 88 - 91 | 4 | Credit Hours -Noncontract Instruction (Spring) | Implied decimal - decimal aligned; any unused columns should be zero-filled, e.g., 0350 for 3.5 credits. | PIC 9(04) | 13 |
| 92 - 195 | 4 | Credit Hours -Noncontract Instruction (Summer B) | Implied decimal - decimal aligned; any unused columns should be zero-filled, e.g., 0350 for 3.5 credits. | PIC 9(04) | 13 |
| 96 - 99 | 4 | Credit Hours -Noncontract Instruction (TOTAL) | Implied decimal - decimal aligned; any unused columns should be zero-filled, e.g., 0350 for 3.5 credits. | PIC 9(04) | 13 |
| 100 - 103 | 4 | Correspondence Credit Hours | Implied decimal - decimal aligned; any unused columns should be zero-filled, e.g., 0350 for 3.5 credits. | PIC 9(04) | 14 |

TABLE II
SUMMARY OF REQUIRED CODES FOR SIS

| Inclusive Positions | Size | Data Elements | Required Codes | COBOL Picture | Reference Page |
|----------------------------|-------------|-------------------------------------|---|----------------------|-----------------------|
| 104 - 107 | 4 | Credit Hours - Contract Instruction | Implied decimal - decimal aligned; any unused columns should be zero-filled, e.g., 0350 for 3.5 credits. | PIC 9(04) | 14 |
| 108 - 111 | 4 | Remedial Credit Hours - Math | Implied decimal - decimal aligned; any unused columns should be zero-filled, e.g., 0350 for 3.5 credits. | PIC 9(04) | 15 |
| 112 - 115 | 4 | Remedial Credits – Language Arts | Implied decimal - decimal aligned; any unused columns should be zero-filled, e.g., 0350 for 3.5 credits. | PIC 9(04) | 15 |
| 116 - 116 | 1 | Entry Type | 0 = Unknown or Not Applicable 1 = Continuing 2 = First-Time Entry 3 = Transfer | PIC 9(01) | 15 |
| 117 - 120 | 4 | Transfer Institution CEEB Code - 1 | CEEB Code | PIC 9(04) | 15 |
| 121 - 124 | 4 | Transfer Credits - Institution 1 | Implied decimal - decimal aligned; any unused columns should be zero-filled, e.g., 0350 for 3.5 credits. | PIC 9(04) | 15 |
| 125 - 128 | 4 | Transfer Institution CEEB Code - 2 | CEEB Code | PIC 9(04) | 15 |
| 129 - 132 | 4 | Transfer Credits - Institution 2 | Implied decimal - decimal aligned; any unused columns should be zero-filled, e.g., 0350 for 3.5 credits. | PIC 9(04) | 16 |
| 133 - 136 | 4 | Transfer Institution CEEB Code - 3 | CEEB Code | PIC 9(04) | 16 |
| 137 - 140 | 4 | Transfer Credits - Institution 3 | Implied decimal - decimal aligned; any unused columns should be zero-filled, e.g., 0350 for 3.5 credits. | PIC 9(04) | 16 |
| 141 - 141 | 1 | First Degree Conferred | Degree Level Code 1 = Certificate 2 = Associate 3 = Baccalaureate 4 = Masters 5 = Specialist 6 = First Professional 7 = Doctoral | PIC 9(01) | 16 |
| 142 - 143 | 2 | First Degree Conferred Site | See Appendix 3 | PIC 9(02) | 16 |
| 144 - 149 | 6 | First Degree Conferred Program | Academic Degree Program (See Academic Program Inventory) | PIC 9(06) | 16 |
| 150 - 155 | 6 | First Degree Conferred Date | MMYYYY | PIC 9(06) | 16 |
| 156 - 161 | 6 | First Degree Second Major | Academic Degree Program (See Academic Program Inventory) | PIC 9(06) | 16 |
| 162 - 162 | 1 | Second Degree Conferred | Degree Level Code 1 = Certificate 2 = Associate 3 = Baccalaureate 4 = Masters 5 = Specialist 6 = First Professional 7 = Doctoral | PIC 9(01) | 16 |
| 163 - 164 | 2 | Second Degree Conferred Site | See Appendix 3 | PIC 9(02) | 16 |

TABLE II
SUMMARY OF REQUIRED CODES FOR SIS

| Inclusive Positions | Size | Data Elements | Required Codes | COBOL Picture | Reference Page |
|---------------------|------|---------------------------------|--|---------------|----------------|
| 165 - 170 | 6 | Second Degree Conferred Program | Academic Degree Program (See Academic Program Inventory) | PIC 9(06) | 16 |
| 171 - 176 | 6 | Second Degree Conferred Date | MMYYYY | PIC 9(06) | 16 |
| 177 - 182 | 6 | Second Degree Second Major | Academic Degree Program (See Academic Program Inventory) | PIC 9(06) | 16 |
| 183 - 188 | 6 | High School CEEB Code | CEEB Code. 999998 if unavailable. | PIC 9(06) | 17 |
| 189 - 194 | 6 | High School Graduation Date | MMYYYY | PIC 9(06) | 18 |
| 195 - 197 | 3 | High School Rank | Percentile Rank, right justified. | PIC 9(03) | 18 |
| 198 - 198 | 1 | High School Diploma Type | 0 = Unknown 1 = Regular 2 = Honors 3 = Other 4 = GED 5 = Special Education Certificate | PIC 9(01) | 18 |
| 199 - 199 | 1 | CORE40 Completion | 0 = Unknown 1 = Yes, CORE40 Curriculum completed 2 = No, CORE40 Curriculum not completed | PIC 9(01) | 18 |
| 200 - 202 | 3 | SAT Score - Verbal | Reported Score, right justified. | PIC 9(03) | 18 |
| 203 - 205 | 3 | SAT Score - Math | Reported Score, right justified. | PIC 9(03) | 18 |
| 206 - 208 | 3 | Cumulative Grade Point Average | Implied decimal - decimal aligned; any unused columns should be zero-filled, e.g. 350 if GPA is 3.5. Enter 998 if item is not available. | PIC 9(03) | 18 |
| 209 - 209 | 1 | Residency Status | 0 = Residency status unknown 1 = Assumed resident for tuition/fee purposes 2 = Assumed non-resident for tuition/fee purposes 3 = Undifferentiated fees (obsolete) 4 = Assumed resident via reciprocity 5 = Non-resident paying resident fees for reason other than reciprocity | PIC 9(01) | 18 |
| 210 - 212 | 3 | Second Site of instruction | See Appendix 3 | PIC 9(03) | 19 |
| 213 - 216 | 4 | Second Site Credit Hours | Implied decimal - decimal aligned; any unused columns should be zero-filled, e.g., 0350 for 3.5 credits. | PIC 9(04) | 19 |
| 217 - 219 | 3 | Third Site of Instruction | See Appendix 3 | PIC 9(03) | 19 |
| 220 - 223 | 4 | Third Site Credit Hours | Implied decimal - decimal aligned; any unused columns should be zero-filled, e.g., 0350 for 3.5 credits. | PIC 9(04) | 19 |
| 224 - 224 | 2 | unused | -- | PIC X(02) | -- |

TABLE II
SUMMARY OF REQUIRED CODES FOR SIS

| Inclusive Positions | Size | Data Elements | Required Codes | COBOL Picture | Reference Page |
|----------------------------|-------------|---|--|----------------------|-----------------------|
| 226 - 226 | 1 | Financial Aid Data Status | 0 = No financial aid information is available 1 = Financial aid application information is present, but no awards were made and no award amounts are present 2 = Financial aid award amounts are present for the academic year only 3 = Financial aid award amounts are present for the summer session only 4 = Financial aid award amounts are present for the academic year and the summer session | PIC 9(01) | 20 |
| 227 - 227 | 1 | 21st Century Scholar Identifier | Enter "1" if student is a 21st Century Scholar, otherwise zero. | PIC 9(01) | 20 |
| 228 - 228 | 1 | Dependency Status | 0 = Indeterminate status 1 = Self-supporting 2 = Dependent | PIC 9(01) | 20 |
| 229 - 229 | 1 | Housing Status | 0 = Unknown 1 = Campus 2 = Off-Campus 3 = Overseas 4 = Parents | PIC 9(01) | 20 |
| 230 - 234 | 5 | Pell Grant/Academic Year | Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available. | PIC 9(05) | 21 |
| 235 - 239 | 5 | State Higher Education Award/Academic Year | Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available. | PIC 9(05) | 21 |
| 240 - 244 | 5 | State Freedom of Choice Award/Academic Year | Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available. | PIC 9(05) | 21 |
| 245 - 249 | 5 | Gift Aid from Institutional Sources/Academic Year | Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available. | PIC 9(05) | 21 |
| 250 - 254 | 5 | Supplemental Education Opportunity Grant (SEOG)/Academic Year | Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available. | PIC 9(05) | 21 |
| 255 - 259 | 5 | Veterans Benefit Programs/Academic Year | Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available. | PIC 9(05) | 21 |
| 260 - 264 | 5 | Other Federal Gift Aid/Academic Year | Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available. | PIC 9(05) | 22 |

TABLE II
SUMMARY OF REQUIRED CODES FOR SIS

| Inclusive Positions | Size | Data Elements | Required Codes | COBOL Picture | Reference Page |
|----------------------------|-------------|--|---|----------------------|-----------------------|
| 265 - 269 | 5 | 21st Century Scholars Award/Academic Year | Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available. | PIC 9(05) | 22 |
| 270 - 274 | 5 | Other Indiana Gift Aid/Academic Year | Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available. | PIC 9(05) | 22 |
| 275 - 279 | 5 | Other Private Gift Aid/Academic Year | Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available. | PIC 9(05) | 22 |
| 280 - 284 | 5 | Stafford Loans Certified by Campus/Academic Year | Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available. | PIC 9(05) | 22 |
| 285 - 289 | 5 | Perkins Loans/Academic Year | Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available. | PIC 9(05) | 23 |
| 290 - 294 | 5 | Other repayable Need-Based Loans/Academic Year | Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available. | PIC 9(05) | 23 |
| 295 - 299 | 5 | Non-Need-Based Loans to Student/Academic Year | Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available. | PIC 9(05) | 23 |
| 300 - 304 | 5 | Non-Need-Based Loans to Parent/Academic Year | Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available. | PIC 9(05) | 23 |
| 305 - 309 | 5 | Federal Work Study Award/Academic Year | Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available. | PIC 9(05) | 23 |
| 310 - 314 | 5 | State Work Study Award/Academic Year | Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available. | PIC 9(05) | 23 |
| 315 - 319 | 5 | Pell Grant/Summer Session | Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available. | PIC 9(05) | 21 |
| 320 - 324 | 5 | State Higher Education Award/Summer Session | Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available. | PIC 9(05) | 21 |
| 325 - 329 | 5 | State Freedom of Choice Award/Summer Session | Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available. | PIC 9(05) | 21 |

TABLE II
SUMMARY OF REQUIRED CODES FOR SIS

| Inclusive Positions | Size | Data Elements | Required Codes | COBOL Picture | Reference Page |
|----------------------------|-------------|--|---|----------------------|-----------------------|
| 330 - 334 | 5 | Gift Aid from Institutional Sources/Summer Session | Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available. | PIC 9(05) | 21 |
| 335 - 339 | 5 | Supplemental Education Opportunity Grant (SEOG)/Summer Session | Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available. | PIC 9(05) | 21 |
| 340 - 344 | 5 | Veterans Benefit Programs/Summer Session | Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available. | PIC 9(05) | 21 |
| 345 - 349 | 5 | Other Federal Gift Aid/Summer Session | Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available. | PIC 9(05) | 22 |
| 350 - 354 | 5 | 21st Century Scholars Award/Summer Session | Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available. | PIC 9(05) | 22 |
| 355 - 359 | 5 | Other Indiana Gift Aid/Summer Session | Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available. | PIC 9(05) | 22 |
| 360 - 364 | 5 | Other Private Gift Aid/Summer Session | Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available. | PIC 9(05) | 22 |
| 365 - 369 | 5 | Stafford Loans Certified by Campus/Summer Session | Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available. | PIC 9(05) | 22 |
| 370 - 374 | 5 | Perkins Loans/Summer Session | Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available. | PIC 9(05) | 23 |
| 375 - 379 | 5 | Other repayable Need-Based Loans/Summer Session | Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available. | PIC 9(05) | 23 |
| 380 - 384 | 5 | Non-Need-Based Loans to Student/Summer Session | Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available. | PIC 9(05) | 23 |
| 385 - 389 | 5 | Non-Need-Based Loans to Parent/Summer Session | Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available. | PIC 9(05) | 23 |
| 390 - 394 | 5 | Federal Work Study Award/Summer Session | Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available. | PIC 9(05) | 23 |

TABLE II
SUMMARY OF REQUIRED CODES FOR SIS

| Inclusive Positions | Size | Data Elements | Required Codes | COBOL Picture | Reference Page |
|----------------------------|-------------|---|--|----------------------|-----------------------|
| 395 - 399 | 5 | State Work Study Award/Summer Session | Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available. | PIC 9(05) | 23 |
| 400 - 405 | 6 | Student's Adjusted Gross Income (independent students) or Family's Adjusted Gross Income (dependent students) | Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter 999998 if data item is not available. Enter 999990 if data item is actually zero. | PIC 9(06) | 24 |
| 406 - 410 | 5 | Parent Contribution | Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter 99998 if data item is not known. Enter 99990 if data item is actually zero. For self-supporting students, this item should be reported as 99990 (zero). | PIC 9(05) | 24 |
| 411 - 415 | 5 | Student Contribution | Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter 99998 if data item is not known. Enter 99990 if data item is actually zero. | PIC 9(05) | 24 |
| 416 - 420 | 5 | Student Expense Budget/Academic Year | Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter 99998 if data item is not known. | PIC 9(05) | 24 |
| 421 - 425 | 5 | Student Expense Budget/Summer Session | Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter 99998 if data item is not known. | PIC 9(05) | 24 |

APPENDIX 1

Date _____

STUDENT INFORMATION SYSTEM

INFORMATION FORM

(To be completed and submitted with letter of transmittal.)

1. Institution/Campus: _____

2. Report Term: Annual 98-99 _____ Annual 1999-2000 _____

3. Data File Submission:

_____ Electronic File Transfer Protocol
(Please notify Commission Staff) _____
(File name and location)

_____ Floppy Diskette
(IBM/DOS format only) _____
(File name)

_____ CD-ROM
(IBM/DOS format only) _____
(File name)

4. Indicate the number of records per file.

| <u>FICE Code</u> | <u>Campus</u> | <u>File Number or File Name</u> | <u>Total Records Per File</u> |
|----------------------|---------------|-------------------------------------|-----------------------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

APPENDIX 1
INFORMATION FORM
(continued)

5. Identify any data field completely missing from the file(s).

| | |
|--|--|
| | |
| | |
| | |

6. Enter name, address and telephone number of person who completed this form.

| |
|--|
| |
| |
| |
| |

7. Indicate, in the blanks provided, the following information for each campus being reported. If more than one campus is being reported, reproduce this page as needed.

- A. Name of campus: _____
- B. Full-time in-state undergraduate 9-month tuition/mandatory fees: \$ _____
- C. Full-time non-resident undergraduate 9-month tuition/mandatory fees: \$ _____
- D. Maintenance* for student living on-campus: \$ _____
- E. Maintenance* for student living off-campus: \$ _____
- F. Maintenance* for student living in parents' home: \$ _____

* "Maintenance," as used here, is meant to include all components of the Congressional Methodology student expense budget except for tuition/mandatory fees. That is to say, maintenance includes room and board, books and supplies, transportation, and other miscellaneous personal expenses; maintenance does not include special allowance amounts for costs associated with dependent childcare, handicapped student's expenses, or study abroad.

APPENDIX 2

CAMPUS CODES

| <u>PUBLIC INSTITUTIONS</u> | | <u>FICE</u> | <u>CEEB</u> | <u>DISTANCE</u> |
|--------------------------------------|------------------------------------|--------------------|--------------------|------------------------|
| INDIANA UNIVERSITY | Bloomington..... | 001809 | 1324 | D01809 |
| | East | 001811 | 1194 | D01811 |
| | IUPUI..... | 001813 | 1325 | D01813 |
| | Kokomo | 001814 | 1337 | D01814 |
| | Northwest | 001815 | 1338 | D01815 |
| | South Bend | 001816 | 1339 | D01816 |
| | Southeast | 001817 | 1314 | D01817 |
| PURDUE UNIVERSITY | West Lafayette..... | 001825 | 1631 | D01825 |
| | Calumet..... | 001827 | 1638 | D01827 |
| | North Central | 001826 | 1640 | D01826 |
| | Fort Wayne | 001812 | 1336 | D01812 |
| INDIANA STATE UNIVERSITY..... | | 009563 | 1322 | D09563 |
| UNIVERSITY OF SOUTHERN INDIANA | | 001808 | 1335 | D01808 |
| BALL STATE UNIVERSITY | | 001786 | 1051 | D01786 |
| VINCENNES UNIVERSITY | | 001843 | 1877 | D01843 |
| IVY TECH STATE COLLEGE | 1 - Gary (Northwest) | 010040 | 1281 | D10040 |
| | 2 - South Bend (N. Central) | 008423 | 1280 | D08423 |
| | 3 - Fort Wayne (Northeast)..... | 009926 | 1278 | D09926 |
| | 4 - Lafayette..... | 010039 | 1282 | D10039 |
| | 5 - Kokomo | 010041 | 1329 | D10041 |
| | 6 - Muncie (East Central) | 009924 | 1279 | D09924 |
| | 7 - Terre Haute (Wabash V)..... | 008547 | 1284 | D08547 |
| | 8 - Indianapolis (Cent IN)..... | 009917 | 1311 | D09917 |
| | 9 - Richmond (Whitewater)..... | 010037 | 1283 | D10037 |
| | 10 - Columbus/Bloomington..... | 010038 | 1286 | D10038 |
| | 11 - Madison (Southeast) | 009923 | 1334 | D09923 |
| | 12 - Evansville (Southwest) | 009925 | 1277 | D09925 |
| | 13 - Sellersburg (S Central) | 010109 | 1273 | D10109 |

NEW CAMPUSES AND POSTSECONDARY CENTERS (For use with "instructional home" field)

| | | |
|-----------------|--|--------|
| <i>Campuses</i> | Vincennes University/Jasper | 901843 |
| | Ivy Tech State College Valparaiso | 910040 |
| | Ivy Tech State College Bloomington..... | 910038 |
| <i>Centers</i> | Indiana Univ-Purdue Univ Indianapolis/Columbus | 801813 |
| | Indiana University South Bend/Elkhart | 901816 |
| | Ball State University/Ft. Benjamin Harrison | 901786 |
| | Vincennes University/Indianapolis-Aviation Tech Center.... | 801843 |
| | Vincennes University/Indianapolis-Fort Harrison | 701843 |
| | Ivy Tech State College Gary/East Chicago | 810040 |
| | Ivy Tech State College South Bend/Elkhart | 908423 |
| | Ivy Tech State College South Bend/Warsaw | 808423 |
| | Ivy Tech State College Kokomo/Logansport | 910041 |
| | Ivy Tech State College Muncie/Anderson | 909924 |
| | Ivy Tech State College Muncie/Marion | 809924 |
| | Ivy Tech State College Madison/Lawrenceburg | 909923 |

APPENDIX 2
CAMPUS CODES
(continued)

| <u>INDEPENDENT INSTITUTIONS</u> | <u>FICE</u> | <u>CEEB</u> |
|---|--------------------|--------------------|
| Ancilla College..... | 001784 | 1015 |
| Anderson University..... | 001785 | 1016 |
| Bethel College | 001787 | 1079 |
| Butler University | 001788 | 1073 |
| Calumet College of Saint Joseph | 001834 | 1776 |
| Christian Theological Seminary..... | 001789 | na* |
| Concordia Theological Seminary..... | 001667 | na* |
| DePauw University..... | 001792 | 1166 |
| Earlham College..... | 001793 | 1195 |
| Franklin College of Indiana | 001798 | 1228 |
| Goshen College..... | 001799 | 1251 |
| Goshen Biblical Seminary | 009749 | na* |
| Grace College..... | 001800 | 1252 |
| Grace Theological Seminary..... | 901800 | 1252 |
| Hanover College..... | 001801 | 1290 |
| Holy Cross College | 007263 | 1309 |
| Huntington College..... | 001803 | 1304 |
| Indiana Institute of Technology..... | 001805 | 1323 |
| Indiana Wesleyan University..... | 001822 | 1446 |
| Lutheran College of Health Professions..... | 006252 | 1416 |
| Manchester College..... | 001820 | 1440 |
| Marian College | 001821 | 1442 |
| Martin University | 029175 | 1379 |
| Mennonite Bible Seminary..... | 001823 | na* |
| Oakland City College..... | 001824 | 1585 |
| Rose-Hulman Institute of Technology | 001830 | 1668 |
| Saint Francis College..... | 001832 | 1693 |
| Saint Joseph's College | 001833 | 1697 |
| Saint Mary-of-the-Woods College | 001835 | 1704 |
| Saint Mary's College | 001836 | 1702 |
| Saint Meinrad College | 001837 | 1705 |
| Saint Meinrad School of Theology | 007276 | 1705 |
| Taylor University - Fort Wayne..... | 001797 | 1227 |
| Taylor University - Main Campus | 001838 | 1802 |
| Tri-State University..... | 001839 | 1811 |
| University of Evansville | 001795 | 1208 |
| University of Indianapolis..... | 001804 | 1321 |
| University of Notre Dame | 001840 | 1841 |
| Valparaiso University..... | 001842 | 1874 |
| Wabash College..... | 001844 | 1895 |

na* = no code available from the College Board.

APPENDIX 3A

INDIANA COUNTY CODES

| | | |
|-----------------------|--------------------|--------------------------------------|
| 001 Adams | 033.....Henry | 065 Posey |
| 002 Allen | 034.....Howard | 066 Pulaski |
| 003 Bartholomew | 035.....Huntington | 067 Putnam |
| 004 Benton | 036.....Jackson | 068 Randolph |
| 005 Blackford | 037.....Jasper | 069 Ripley |
| 006 Boone | 038.....Jay | 070 Rush |
| 007 Brown | 039.....Jefferson | 071 St. Joseph |
| 008 Carroll | 040.....Jennings | 072 Scott |
| 009 Cass | 041.....Johnson | 073 Shelby |
| 010 Clark | 042.....Knox | 074 Spencer |
| 011 Clay | 043.....Kosciusko | 075 Starke |
| 012 Clinton | 044.....Lagrange | 076 Steuben |
| 013 Crawford | 045.....Lake | 077 Sullivan |
| 014 Daviess | 046.....LaPorte | 078 Switzerland |
| 015 Dearborn | 047.....Lawrence | 079 Tippecanoe |
| 016 Decatur | 048.....Madison | 080 Tipton |
| 017 DeKalb | 049.....Marion | 081 Union |
| 018 Delaware | 050.....Marshall | 082 Vanderburgh |
| 019 Dubois | 051.....Martin | 083 Vermillion |
| 020 Elkhart | 052.....Miami | 084 Vigo |
| 021 Fayette | 053.....Monroe | 085 Wabash |
| 022 Floyd | 054.....Montgomery | 086 Warren |
| 023 Fountain | 055.....Morgan | 087 Warrick |
| 024 Franklin | 056.....Newton | 088 Washington |
| 025 Fulton | 057.....Noble | 089 Wayne |
| 026 Gibson | 058.....Ohio | 090 Wells |
| 027 Grant | 059.....Orange | 091 White |
| 028 Greene | 060.....Owen | 092 Whitley |
| 029 Hamilton | 061.....Parke | |
| 030 Hancock | 062.....Perry | <i>ITSC-Northwest only</i> |
| 031 Harrison | 063.....Pike | <i>093 Lake (Gary)</i> |
| 032 Hendricks | 064.....Porter | <i>094 Lake (East Chicago)</i> |

Note:

In the student location (site) fields, the above codes should be used right-justified and zero filled to three characters. Degree-conferred site information should retain the two-digit codes only.

APPENDIX 3B

U.S. STATES AND TERRITORIES CODES

| | | | |
|----------------------------|-----|-------------------------------|-----|
| Alabama | 101 | New Jersey | 130 |
| Alaska | 102 | New Mexico | 131 |
| Arizona | 103 | New York | 132 |
| Arkansas | 104 | North Carolina | 133 |
| California | 105 | North Dakota | 134 |
| Colorado | 106 | Ohio | 135 |
| Connecticut | 107 | Oklahoma | 136 |
| Delaware | 108 | Oregon | 137 |
| District of Columbia | 151 | Pennsylvania | 138 |
| Florida | 109 | Rhode Island | 139 |
| Georgia | 110 | South Carolina | 140 |
| Hawaii | 111 | South Dakota | 141 |
| Idaho | 112 | Tennessee | 142 |
| Illinois | 113 | Texas | 143 |
| Indiana | 114 | Utah | 144 |
| Iowa | 115 | Vermont | 145 |
| Kansas | 116 | Virginia | 146 |
| Kentucky | 117 | Washington | 147 |
| Louisiana | 118 | West Virginia | 148 |
| Maine | 119 | Wisconsin | 149 |
| Maryland | 120 | Wyoming | 150 |
| Massachusetts | 121 | | |
| Michigan | 122 | TERRITORIES & OUTLYING AREAS: | |
| Minnesota | 123 | American Samoa | 201 |
| Mississippi | 124 | Guam | 202 |
| Missouri | 125 | Marshall Islands | 203 |
| Montana | 126 | Northern Mariana Island | 204 |
| Nebraska | 127 | Palau | 205 |
| Nevada | 128 | Puerto Rico | 206 |
| New Hampshire | 129 | Virgin Islands | 207 |

APPENDIX 3C

FOREIGN COUNTRY CODES

(updated June 24, 1998)

Notes: When applying the country codes to the “zipcode” field, all five digits should be used (right justified, zero-filled). When indicating students’ instructional location, use only the three-digit number. Country codes which are no longer in use are indicated with *italic print* and footnoted as to their current affiliation.

| <u>new</u> <u>code</u> | <u>old</u> <u>code</u> | <u>Country Name</u> |
|---------------------------|---------------------------|---|
| 401 | 1 | Afghanistan |
| 601 | 2 | Albania |
| 301 | 3 | Algeria |
| 602 | 4 | Andorra |
| 302 | 5 | Angola |
| 701 | 196 | Antigua and Barbuda |
| 801 | 6 | Argentina |
| 402 | 212 | Armenia |
| 603 | 7 | Atlantic Islands, British incl. Ascension, Saint Helena, Tristan Da Cunha, and Malvinas |
| 604 | 8 | Atlantic Islands, other incl. St. Pierre and Miquelon |
| 605 | 9 | Atlantic Islands, Portuguese |
| 606 | 10 | Atlantic Islands, Spanish |
| 501 | 11 | Australia |
| 607 | 12 | Austria |
| 403 | 213 | Azerbaijan |
| 608 | 13 | <i>Azores¹</i> |
| 702 | 14 | Bahamas |
| 404 | 15 | Bahrain |
| 405 | 16 | Bangladesh |
| 703 | 17 | Barbados |
| 609 | 30 | Belarus (1992-formerly Byelorussia) |
| 610 | 18 | Belgium |
| 704 | 19 | Belize (British Honduras) |
| 303 | 20 | Benin, People's Republic of (Dahomey) |
| 705 | 21 | Bermuda |
| 406 | 22 | Bhutan |
| 802 | 23 | Bolivia |
| 611 | 221 | Bosnia and Herzegovina |
| 304 | 24 | Botswana (Bechuanaland) |
| 803 | 25 | Brazil |
| 407 | 26 | Brunei |
| 612 | 27 | Bulgaria |
| 305 | 181 | Burkina Faso (Upper Volta) |

| <u>new</u> <u>code</u> | <u>old</u> <u>code</u> | <u>Country Name</u> |
|---------------------------|---------------------------|---|
| 306 | 29 | Burundi |
| 408 | 94 | Cambodia (Kampuchea) |
| 307 | 31 | Cameroon |
| 706 | 32 | Canada |
| 707 | 33 | Canal Zone |
| 308 | 34 | Cape Verde |
| 309 | 35 | Central African Republic |
| 310 | 36 | Chad |
| 804 | 37 | Chile |
| 409 | 38 | China, People's Republic of |
| 805 | 39 | Colombia |
| 311 | 197 | Comoros |
| 312 | 40 | Congo, Republic of |
| 708 | 41 | Costa Rica |
| 613 | 214 | Croatia |
| 709 | 42 | Cuba |
| 410 | 43 | Cyprus |
| 614 | 44 | Czech Republic, The |
| 615 | 45 | Denmark, Inc. Faeroe Islands |
| 313 | 59 | Djibouti (French Terr. of Arars & Issas) |
| 710 | 198 | Dominica |
| 711 | 46 | Dominican Republic |
| 314 | 47 | <i>Dubai²</i> |
| 806 | 48 | Ecuador |
| 315 | 49 | Egypt, Arab Republic of (U.A.R.) |
| 712 | 50 | El Salvador |
| 316 | 51 | Equatorial Guinea (Rio Muni) |
| 317 | 223 | Eritrea |
| 616 | 52 | Estonia |
| 318 | 53 | Ethiopia |
| 502 | 54 | Fiji |
| 617 | 55 | Finland |
| 618 | 57 | France |
| 807 | 58 | French Guiana |
| 319 | 60 | Gabon |
| 320 | 61 | Gambia |
| 412 | 215 | Georgia |

¹ Report Azores with Portugal.

² Report Dubai with the United Arab Emirates.

APPENDIX 3C
FOREIGN COUNTRY CODES
(continued)

| <u>new</u> <u>code</u> | <u>old</u> <u>code</u> | <u>Country Name</u> | <u>new</u> <u>code</u> | <u>old</u> <u>code</u> | <u>Country Name</u> |
|---------------------------|---------------------------|--|---------------------------|---------------------------|--|
| 619 | 62 | <i>German Democratic Republic</i> ³ | 628 | 104 | Liechtenstein |
| 620 | 63 | Germany | 629 | 105 | Lithuania |
| 321 | 64 | Ghana | 630 | 106 | Luxembourg |
| 621 | 65 | Gibraltar | 432 | 107 | Macau |
| 622 | 66 | Greece | 631 | 222 | Macedonia |
| 713 | 68 | Grenada | 330 | 108 | Madagascar |
| 714 | 69 | Guatemala | 331 | 110 | Malawi (Nyasaland) |
| 322 | 71 | Guinea, Bissau (Portuguese) | 433 | 109 | Malaysia |
| 323 | 70 | Guinea, Republic of | 434 | 111 | Maldives |
| 808 | 72 | Guyana (British Guiana) | 332 | 112 | Mali |
| 715 | 73 | Haiti | 632 | 113 | Malta |
| 716 | 74 | Honduras | 333 | 114 | Mauritania |
| 413 | 75 | Hong Kong | 334 | 115 | Mauritius |
| 623 | 76 | Hungary | 719 | 116 | Mexico |
| 624 | 77 | Iceland | 511 | n/a | Micronesia |
| 324 | 78 | <i>Ifni</i> ⁴ | 633 | 208 | Moldava |
| 414 | 79 | India | 634 | 117 | Monaco |
| 415 | 80 | Indian Islands, British | 436 | 118 | Mongolia |
| 416 | 81 | Indian Islands, French Inc. Reunion Island | 335 | 119 | Morocco |
| 417 | 82 | Indian Islands, Other | 336 | 120 | Mozambique |
| 418 | 83 | Indonesia | 437 | 28 | Myanmar (Burma) |
| 419 | 84 | Iran | 337 | 123 | Namibia (Southwest Africa) |
| 420 | 85 | Iraq | 504 | 124 | Nauru |
| 625 | 86 | Ireland | 439 | 125 | Nepal |
| 421 | 87 | Israel | 635 | 126 | Netherlands |
| 626 | 88 | Italy | 509 | 127 | New Zealand |
| 325 | 89 | Ivory Coast | 720 | 128 | Nicaragua |
| 717 | 90 | Jamaica | 338 | 129 | Niger |
| 422 | 91 | Japan | 339 | 130 | Nigeria |
| 423 | 92 | Jordan | 636 | 131 | Norway |
| 718 | 67 | Kalaallit Nunaat (Greenland) | 440 | 121 | Oman |
| 424 | 216 | Kazakhstan | 506 | 132 | Pacific Islands, British Inc. Santa Cruz, and Solomon Islands |
| 326 | 93 | Kenya | 514 | 133 | Pacific Islands, French Inc. French Polynesia |
| 503 | 199 | Kiribati (Gilbert Islands) | 515 | 134 | Pacific Islands, Other |
| 426 | 95 | Korea, North | 516 | 135 | Pacific Islands, U.S. |
| 427 | 96 | Korea, South | 445 | 136 | Pakistan |
| 428 | 97 | Kuwait | 721 | 137 | Panama |
| 429 | 207 | Kyrgyzstan | 512 | 138 | Papua New Guinea |
| 430 | 98 | Laos | 809 | 139 | Paraguay |
| 627 | 99 | Latvia | 810 | 140 | Peru |
| 431 | 100 | Lebanon | 447 | 141 | Philippines |
| 327 | 101 | Lesotho (Basutoland) | 637 | 142 | Poland |
| 328 | 102 | Liberia | 638 | 143 | Portugal |
| 329 | 103 | Libya | | | |

³ Report GDR with Germany.

⁴ Report Ifni with Morocco.

APPENDIX 3C
FOREIGN COUNTRY CODES
(continued)

| <u>new</u> <u>code</u> | <u>old</u> <u>code</u> | <u>Country Name</u> |
|---------------------------|---------------------------|------------------------------------|
| 448 | 144 | Qatar |
| 639 | 146 | Romania |
| 340 | 147 | Rwanda |
| 722 | 200 | Saint Christopher and Nevis |
| 723 | 201 | Saint Lucia |
| 724 | 202 | Saint Vincent and the Grenadines |
| 640 | 148 | San Marino |
| 341 | 149 | Sao Tome and Principe |
| 450 | 150 | Saudi Arabia |
| 342 | 151 | Senegal |
| 343 | 152 | Seychelles |
| 344 | 153 | Sierra Leone |
| 451 | 154 | <i>Sikkim</i> ⁵ |
| 452 | 155 | Singapore |
| 641 | 220 | Slovakia |
| 642 | 217 | Slovenia |
| 510 | 203 | Solomon Islands |
| 345 | 156 | Somalia |
| 346 | 157 | South Africa (Republic of) |
| 643 | 158 | Spain |
| 347 | 159 | <i>Spanish Sahara</i> ⁶ |
| 454 | 160 | Sri Lanka |
| 348 | 161 | Sudan |
| 811 | 162 | Surinam |
| 349 | 163 | Swaziland |
| 644 | 164 | Sweden |
| 645 | 165 | Switzerland |
| 455 | 166 | Syria |
| 456 | 56 | Taiwan (Rep. of China, Formosa) |
| 457 | 210 | Tajikistan |
| 350 | 167 | Tanzania (Tanganyika & Zanzibar) |
| 458 | 168 | Thailand |
| 459 | 169 | Tibet |
| 460 | 170 | <i>Timor</i> ⁷ |
| 351 | 171 | Togo |

| <u>new</u> <u>code</u> | <u>old</u> <u>code</u> | <u>Country Name</u> |
|---------------------------|---------------------------|--|
| 505 | 172 | Tonga |
| 725 | 173 | Trinidad & Tobago |
| 352 | 175 | Tunisia |
| 462 | 176 | Turkey |
| 463 | 211 | Turkmenistan |
| 507 | 204 | Tuvalu (Ellice Islands) |
| 353 | 177 | Uganda |
| 646 | 178 | Ukraine |
| 465 | 174 | United Arab Emirates |
| 647 | 180 | United Kingdom (England, Scotland, Wales and Northern Ireland) |
| 726 | n/a | United States |
| 812 | 182 | Uruguay |
| 466 | 218 | Uzbekistan |
| 508 | 205 | Vanuatu (New Hebrides) |
| 648 | 183 | Vatican City (Rome) |
| 813 | 184 | Venezuela |
| 468 | 185 | Vietnam |
| 469 | 186 | <i>Vietnam (South)</i> ⁸ |
| 470 | n/a | West Bank & Gaza Strip |
| 727 | 187 | West Indies, British Inc. Leeward Islands, Windward Islands, and Turks Islands |
| 728 | 188 | West Indies, Dutch |
| 729 | 189 | West Indies, French Inc. Martinique |
| 513 | 190 | Western Samoa |
| 472 | 219 | Wrangel Island (Ostrov Vrangeli) |
| 473 | 191 | Yemen Arab Republic |
| 474 | 192 | Yemen, People's Democratic Republic of |
| 649 | 193 | Yugoslavia, Federal Republic of |
| 354 | 194 | Zaire |
| 355 | 195 | Zambia (Northern Rhodesia) |
| 356 | 145 | Zimbabwe |

⁵ Report Sikkim with India.

⁶ Report Spanish/Western Sahara with Morocco.

⁷ Report Timor with Indonesia.

⁸ Report South and North Vietnam under Vietnam.

APPENDIX 4

SCENARIOS FOR REPORTING SITE OF INSTRUCTION

| Student Scenario | | Example (Indiana Public Campuses) | Suggested Data Usage |
|------------------|---|---|---|
| 1 | Student enrolled at a single campus. | Student enrolled at a single institution in traditional instruction (e.g. USI - Vanderburgh County) | Site= Vanderburgh County (82) |
| 2 | Student enrolled at a single campus, but through distance education using point-to-point instructional delivery (e.g. IHETS or similar point-to-point instruction). | BSU student enrolled in the MBA delivered via telecommunication to Jasper, Indiana (DuBois County). | Site= DuBois County (19) |
| 3 | Student enrolled at a single campus, but through distance education using flexible -- non-point-to-point -- instructional delivery (e.g. internet, correspondence). | IU Bloomington student enrolled solely through print correspondence (any place of residence). (e.g. student living in Blackford County) | Site= Blackford County (05) |
| 4 | Student enrolled simultaneously (during the same reporting year) at two different campuses of a single institution. | Student enrolls in Purdue Calumet in the Fall and Purdue West Lafayette in the Spring. | PUC Site= Lake County (45) PUWL Site= Tippecanoe County (79) |
| 5 | Student simultaneously (during the same reporting year) at more than one instructional location of a single campus. | IU South Bend student who enrolls in classes at the South Bend (Saint Joseph County) location as well as the Elkhart (Elkhart County) and Warsaw (Kosciusko County) locations. | Site 1= St. Joseph County (71) Site 2= Elkhart County (20) Site 3= Kosciusko County (43) |
| 6 | Student enrolled in a combination of traditional and "distance" instruction during the same enrollment term, but at a single location. | IU Bloomington student living on-campus (Monroe County) and involved in traditional instruction as well as a correspondence course. | Site= Monroe County (53) |
| 7 | Student enrolled in a combination of traditional and "distance" instruction during the same enrollment term through more than one location. | Student lives in Spencer (Owen County) and takes two classes on campus in Bloomington as well as one through print correspondence. | Site 1= Monroe County (53) Site 2= Owen County (60) |
| 8 | Directed studies abroad (e.g. Junior year abroad and similar programs). | Ball State University student enrolled in a study abroad program through the campus (Delaware County). | Site= Delaware County (18) Site of instruction is associated with the base campus. (This is necessary to differentiate these students from those enrolled in international locations.) |
| 9 | Practicum, clinical, and dissertation/ thesis students. | Student is finishing requirements associated with an on-campus degree program (e.g. and ISU student doing student teaching in Marion (Grant County)). | Site= Vigo County (84) |
| 10 | Practicum, clinical, and dissertation/ thesis students who also enroll in distance education. | Student is finishing requirements associated with an on-campus degree program (e.g. and ISU student doing student teaching in Marion (Grant County)), also enrolled in a print correspondence course which is completed in that term. | Site 1= Vigo County (84) Site 2= Grant County (27) |
| 11 | Students who receive [most of] their instruction outside Indiana (except for Practicum, clinical, and dissertation/thesis and study abroad students). | Student enrolled at an institutional extension in Montana. | Site= Montana |
| 12 | Students who receive [most of] their instruction outside Indiana (except for Practicum, clinical, and dissertation/thesis and study abroad students), who also receive instruction locally. | Student enrolled in an international degree program which requires initial coursework on campus. | Site 1= Country Site 2= Campus County |

SECTION III - FALL REPORT

The fall report concerns enrollment in the fall term and is to be submitted using the format and definitions contained in Section III of these instructions. The student levels are those described in the data element dictionary. The form is self-explanatory and is intended to be coincident with similar reports that academic institutions make to other organizations concerned with higher education.

This report is due to the Commission on October 15th of the fall term being reported.

DEFINITIONS FOR FALL REPORT

Definitions:

Undergraduate: Student-level codes 1 through 8 plus 13 (student level and associated codes defined on pages 9-11).

Graduate: Student-level codes 9 through 12, plus 14.

Full-time: Undergraduates who attempt at least 12.0 hours of non-contract instruction for the academic year and graduates who attempt at least 9.0 hours.

Part-time: Those undergraduates and graduates who do not attempt enough hours of non-contract instruction to qualify as full-time.

FTE: Full-Time Equivalency (FTE) for one term is calculated to the nearest hundredth using the following formulas.

(**Note:** Whether your institution is on a semester or quarter system, these formulas should be applied in the same manner.)

A. Undergraduates:

$$\text{FTE} = \text{Total Non-contract Credit* hours} / 15.00$$

B. Graduates:

$$\text{FTE} = \text{Total Non-contract Credit* hours} / 12.00$$

Notes: For definitions of first-time students, see descriptions under "Entry Type" on page 15.

*Excludes audit hours.

APPENDIX 5

STUDENT INFORMATION SYSTEM Fall Enrollment Survey Form

Campus _____

Date _____

ENROLLMENT FOR THE FIRST SEMESTER OR QUARTER _____ AS OF _____
(Census Date)

| | Total Headcount | Total Full-Time | Total Part-Time | FTE of Total Headcount |
|---|--------------------|--------------------|--------------------|---------------------------|
| I. DEGREE CREDIT STUDENTS | | | | |
| A. High School | | | | |
| B. Undergraduate Students | | | | |
| 1. Certificate | | | | |
| 2. Associate (Freshman) | | | | |
| 3. Associate (Sophomore) | | | | |
| 4. Freshman (Baccalaureate) | | | | |
| 5. Sophomore (Baccalaureate) | | | | |
| 6. Junior (Baccalaureate) | | | | |
| 7. Senior (Baccalaureate) | | | | |
| 8. Unclassified Undergraduate | | | | |
| 9. Total Undergraduate (lines I.B.1 - I.B.8) | | | | |
| C. Graduate Students | | | | |
| 1. First Professional | | | | |
| 2. Masters | | | | |
| 3. Other | | | | |
| 4. Doctoral | | | | |
| 5. Unclassified Graduate | | | | |
| 6. Total Graduate (lines I.C.1 - I.C.5) | | | | |
| II. ENTRY TYPES | | | | |
| A. First-Time Students | | | | |
| 1. Undergraduate | | | | |
| 2. Graduate | | | | |
| B. Transfer | | | | |
| C. Continuing | | | | |
| D. Total (Lines II.A.1 - II.C) (Should Equal I.A + I.B.9 + I.C.6) | | | | |

SECTION IV - SUMMER DEGREE SUPPLEMENT

Beginning with the 1998-99 SIS Annual data submission, institutions are to submit a summer degree supplement. This is to include an individual data record for each student completing a degree *after* the close of that year's SIS Annual data and *before* September 1. Data is to be submitted in the same manner as the Annual SIS data file, using the format described in Table III, below.

Please submit the accompanying information form, found in Appendix 6, with the Summer Degree Supplement data file.

TABLE III
REQUIRED CODES FOR THE SUMMER DEGREE SUPPLEMENT

| Inclusive Positions | Size | Data Elements | Required Codes | COBOL Picture | Reference Page |
|---------------------|------|---------------------------------|--|---------------|----------------|
| 1 - 6 | 6 | Campus | See Appendix 2 | PIC 9(06) | 7 |
| 7 - 10 | 4 | Summer Year | YYYY (Summer Year; e.g. 1999) | PIC 9(04) | -- |
| 11 - 20 | 10 | Student Identifier | Social Security Number or institution "unique" student number (alpha-numeric field should be right justified). This should be the same student identifier used in the students record in the Annual SIS data file. | PIC 9(10) | 8 |
| 21 - 21 | 1 | First Degree Conferred | Degree Level Code 1 = Certificate 2 = Associate 3 = Baccalaureate 4 = Masters 5 = Specialist 6 = First Professional 7 = Doctoral | PIC 9(01) | 16 |
| 22 - 23 | 2 | First Degree Conferred Site | See Appendix 3 | PIC 9(02) | 17 |
| 24 - 29 | 6 | First Degree Conferred Program | Academic Degree Program (See Academic Program Inventory) | PIC 9(06) | 17 |
| 30 - 35 | 6 | First Degree Conferred Date | MMYYYY | PIC 9(06) | 17 |
| 36 - 36 | 1 | Second Degree Conferred | Degree Level Code 1 = Certificate 2 = Associate 3 = Baccalaureate 4 = Masters 5 = Specialist 6 = First Professional 7 = Doctoral | PIC 9(01) | 16 |
| 37 - 38 | 2 | Second Degree Conferred Site | See Appendix 3 | PIC 9(02) | 17 |
| 39 - 44 | 6 | Second Degree Conferred Program | Academic Degree Program (See Academic Program Inventory) | PIC 9(06) | 17 |
| 45 - 50 | 6 | Second Degree Conferred Date | MMYYYY | PIC 9(06) | 17 |

APPENDIX 6

Date _____

SUMMER DEGREE SUPPLEMENT INFORMATION FORM

1. Institution/Campus: _____

2. Report Term: Summer 1999 _____ Summer 2000 _____

3. Data File Submission:

_____ Electronic File Transfer Protocol
(Please notify Commission Staff) _____
(File name and location)

_____ Floppy Diskette
(IBM/DOS format only) _____
(File name)

_____ CD-ROM
(IBM/DOS format only) _____
(File name)

4. Indicate the number of records per file.

| <u>FICE Code</u> | <u>Campus</u> | <u>File Number or File Name</u> | <u>Total Records Per File</u> |
|----------------------|---------------|-------------------------------------|-----------------------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

5. Enter name, address and telephone number of person who completed this form.

